

RULES INDEX

(References are to rule numbers)

A

Abeyance of claim bill hearing and consideration, 4.81

Absence

- Committee chairs
 - Amendments, preference in presentation, 7.1
 - Call to order, 2.21
 - Generally, 2.25, 2.26
 - Notice of meetings and agenda, duties re, 2.6
 - Standing committee reports, signing, 2.15
 - Standing subcommittee reports, signing, 2.16
 - Temporary alternate, 2.25
- Committee members, 2.27
- Employees, 1.31
- Excused, 1.21
- Introducer, committee meetings, 2.11
- Leaves, obtaining, 1.23
- Organization session, president and president pro tempore, 1.9
- Pairing; committees, 2.29
- Pairing; floor, 5.4
- Papers, leaving, 1.22
- President; chair duties, 1.7
- President; reference duties, 4.6
- Reasons for, 1.20
- Reasons for; committees, 2.27
- Senators, 4.2

Absentee voting, See: Pairing

Acceptance or solicitation of certain contributions, 1.361

Acts, signing by president, 1.4

Actuary, consultation re fiscal notes, 3.13

Addressing committees, 2.45

Addressing senate, 8.1

Adjourn, motions to

- Motions to reconsider pending, 6.4
- Precedence
 - Generally, 6.2
- Motions to discharge and appoint or instruct conferees, 2.19, 6.2
- Questions of privilege, 8.11

Adjournment

- Hours of; schedule, 4.1
- Less than a quorum, by, 4.2
- Motions to reconsider pending
 - Committees, 2.35
- Floor, 6.4

Administrative assistants, committee, 2.15, 2.39

Admission to floor, See: Chamber

Advisory opinions

- Informal; senate general counsel, 9.8
- Lobbyists, to, 9.4
- Lobbyists, to; compilation, 9.5
- Members, to; public inspection, 1.444

Affidavits, proof of publication, 3.3

Affirmations

- Witnesses, committees, 2.2
- Witnesses, executive matters, 12.10

Agenda, committee

- Consideration, 2.11
- Notice; special sessions, 13.3

Agriculture, committee on, 2.1

Aides

- Hours of duty, 1.30
- Introducers, representing at committee meetings, 2.11
- Lobbying by, 1.29
- Transitional periods, 1.27

Amend, motions to

- Committees, 2.33
- Floor, 6.2

INDEX

Amend the amendment, motions to, 7.3

Amend the house amendment, motions to, 7.8

Amend the substitute, motions to, 7.3

Amendments

- Adoption, moving, 7.1
- Amendment, to the, 7.3
- Appropriations, bill amended to affect; reference, 4.8
- Appropriations bill
 - Printing amendments to, 7.6, Joint rule 2.1
 - Public review period, Joint rule 2.1
- Availability, 7.1
- Color of amendment, admitting proposition under, 7.1
- Committee amendments
 - Amendments by another committee, 2.44
 - Amendments to amendments, 2.40
 - Availability, 2.39
 - Color of amendment, admitting proposition under, 2.39
 - Consideration, prerequisites to, 2.39
 - Deleting everything after enacting or resolving clause and inserting new matter, effect, 2.41
 - Filing with committee administrative assistant, 2.39
 - Filing with secretary of the senate, 2.44
 - Forms, 2.39
 - Germanity, 2.39, 2.41
 - House bills, to, 2.43
 - Item, by, 2.42
 - Manner of consideration, 2.39
 - Notice of, 2.39
 - Preference in presentation, 7.1
 - Section, by, 2.42
 - Standing committees, 2.15
 - Standing subcommittees, 2.16
 - Strike out and insert, motions to; effect, 2.34
 - Substitute amendments, 2.40
- Committee on rules and calendar, report on changes in rules and order, 11.3
- Conference committee procedure re
 - Regular sessions, 2.19
 - Special sessions, 13.6
- Consideration, manner and prerequisites, 7.1
- Deleting everything after enacting or resolving clause and inserting new matter, effect

Amendments (Cont.)

- Committees, 2.41
- Floor, 7.4
- Filing, 7.1
- Forms, 7.1
- Germanity, 7.1, 7.4
- House amendments to senate bills
 - Amendments to, 7.8
 - Generally, 7.8
 - Secretary of the senate; duties re, 1.18
- House bills, to; generally, 7.7
- House refusal to concur in senate amendments, motions re, 7.9
- Inspection by public, 1.444
- Item by item, 7.5
- Journal, printing in, 7.6
- Local governmental expenditures, bill amended to require; reference, 4.8
- Local governments' ability to raise revenues or share in state tax revenues, bill amended to reduce; reference, 4.8
- Measures in committee of reference; admission under color of amendment, 7.1
- Motion to strike out and insert, effect, 6.3
- Notice of, 7.1
- Order of disposition, 7.3
- Pending, when deemed, 7.1
- Pending amendments, to, 7.3
- Prearranged gatherings re, 1.441
- Reports on changes in rules or order, 11.3
- Retirement program, bill amended to affect; reference, 4.8
- Rule requiring unanimous consent, motions to waive; effect, 11.2
- Rules, to; generally, 11.3
- Secretary of the senate; duties re, 7.1
- Section by section, 7.5
- Senate amendments to house bills; house refusal to concur, motions re, 7.9
- Substitute amendments, 7.3
- Tax revenues, bill amended to affect; reference, 4.8
- Third reading, advancement to; effect, 4.19
- Third reading, bills on, 4.15
- Unfavorably reported measures; admission under color of amendment, 7.1
- Vote required, 7.2

Announcement of committee and subcommittee meetings

- Interim, 2.6
- Regular sessions, 2.6
- Special sessions, 13.3

INDEX

Appeals

- Chairs, decisions of committee
 - Certification, 2.23
 - Debate, 2.54
 - Generally, 2.53
 - Interruptions of speaker, 2.47
- Lobbying firm, appeal or dispute fine, Joint rule 1.5
- President, decisions of
 - Committee appointment and removal, 1.5
 - Generally, 1.4
 - Points of order certified by committees, 2.23
- Presiding officer, decisions of
 - Debate, 8.10
 - Generally, 8.9
 - Interruptions of speaker, 8.3
- Removal from committee, 1.361, 1.5
- Secretary of the senate; decisions at organization session, 1.9

Appellations

- Committees, 2.45
- Floor, 8.1

Appointments

- Appointing official or authority, request for return of documentation of an appointment, 12.7(2)
- Committee chairs, 2.20
- Committee chairs, successors to, 2.26
- Conference committees, 1.5
- Credentials committee, 1.24
- Executive appointments, confirmation of, See: **Confirmations**
- Joint select committees, 1.5
- Nonlegislative appointments, accepting, 1.26
- Select committees, 1.5
- Select subcommittees, generally, 2.1
- Special master, executive matters, 12.7(1), 12.8
- Standing committees and subcommittees, 1.5, 2.1
- Vice-chairs, 2.20

Appropriations bill

- (See also: **Joint rules**)
- Amendments; printing in journal, 7.6
- Introduction, 3.12
- Joint rule, general appropriations bill, Joint rule 2
- Definition, Joint rule 2.2

Appropriations bill (Cont.)

- Review period, Joint rule 2.1
- Proposed committee bill, obtaining copies in advance of meeting, 3.9
- Public review, 72-hour notice, Joint rule 2.1

Appropriations, bills affecting; reference, 4.8

Appropriations, bills or joint resolutions dealing with; meetings of three or more conferees, notice of, 2.19

Assistant enrolling and engrossing clerk, 1.8

Attendance

- (See also: **Absence**)
- Committee meetings
 - Introducer, 2.11
 - Members, 2.27
- Compelling, 4.2
- Excused absences, 1.21
- Executive sessions, 12.2
- Leaves of absence, 1.23
- Records, inspection, 1.444
- Senators, by, 1.20
- Sessions, 1.20

Attestations, 1.13

Attire, 10.4

Auditing committee, joint legislative, Joint rule 4

Auditor general, Joint rule 5

Authority of the president, 1.4

B

Backing bills, 3.1

Ballot, elections by, 5.6

Banking and insurance, committee on, 2.1

Beverages, in gallery, 10.5

Bill of particulars supporting suspension order, 12.7(5)

INDEX

Bills and other measures

(See also: **Concurrent resolutions**;
Joint resolutions; **Memorials**; **Resolutions**)

Amendments, See: **Amendments**

Appropriations; affecting, reference, 4.8

Appropriations bill, See: **Appropriations bill**

Attestation of passage, 1.13

Backing, 3.1

"Bill," construction of, 11.6

Capitalization, 3.1

Certification of passage, 1.13

Certification to house, immediate, 6.8

Claim bills, 4.81

Coding indicators, 3.1

Co-introduction, 3.12

Committee bills, See: **Committee bills**

Committee of the whole, consideration by, 4.4

Committee substitutes, See: **Committee substitutes**

Companions, See: **Companion measures**

Conference committees, See: **Conference committees**

Consent calendar bills, 4.17

Consideration, See: **Consideration**

Deleting everything after enacting or resolving clause and inserting new matter, effect

Committees, 2.41

Floor, 7.4

Delivery for introduction

Regular sessions and interim, 3.7

Special sessions, 13.4

Engrossing, See: **Engrossing**

Enrolling, See: **Enrolling**

Estimated economic impact statements, 3.13

Examination by secretary of the senate, 1.15

Expenditures of state or local governments, affecting, 3.13

Filed bills, See: **Filed bills**

Filing

Regular sessions and interim, 3.7

Secretary of the senate, 3.2

Special sessions, 13.4

First reading, 4.3

Fiscal liabilities of state or local governments, affecting, 3.13

Fiscal notes, 3.13

Bills and other measures (Cont.)

Form, 3.1

House bills, See: **House bills**

Identification, 3.10

Indexes, 1.16

Inspection by public, 1.444

Introducer, See: **Introducer**

Introduction, See: **Introduction**

Jackets, 3.1

Legal form, examination, 1.15

Local bills, See: **Local bills**

Local governmental expenditures, requiring; reference, 4.8

Local governments' ability to raise revenues or share in state tax revenues, reducing; reference, 4.8

"Measure," construction of, 11.6

New and deleted matter, 3.1

Passage

After second reading of conference committee report

Regular sessions, 4.5

Special sessions, 13.6

Attestation of, 1.13

Immediate certification to house, 6.8

Vote required in each house, 4.12

Prearranged gatherings re, 1.441

Publication, 3.9

Reading, See: **Reading**

Recall for further consideration, 5.2

Recommitment, See: **Recommitment**

Reference, See: **Reference**

Removing from the table, 2.16

Reports, See: **Reports**

Retirement system, affecting; fiscal note, 3.13

Retirement system, affecting; reference, 4.8

Revenues of state or local governments, affecting, 3.13

Second reading, disposition after, 4.19

Signing after enrolling, 4.20

Special order, 4.17

Special sessions, delivery for introduction, 13.4

Sponsor, See: **Introducer**

State retirement systems, affecting, 3.13

Status, publication in calendar, 1.11

"Substantial rewording" notation, 3.1

Tax revenues, affecting; reference, 4.8

Title requirements, 3.1

Transmittal, See: **Transmittal**

Unfavorable reports by standing committees, effect, 2.15

INDEX

Bills and other measures (Cont.)

- Unfavorable reports by standing subcommittees, effect, 2.16
- Unfavorably reported measures; admission under color of amendment, 7.1
- Withdrawn measures as subject of an amendment, 7.1
- Withdrawal from committee, See: **Withdrawal of bills**

Budget commission, joint legislative, Joint rule 7.1

Business

- (See also: **Legislative business**)
- Conference committee, See: **Conference committees**
- Executive, See: **Executive sessions**
- Financial, See: **Expenses**
- Open meetings, 1.43
- Open sessions, 12.1
- Order, See: **Order of business**
- Papers, See: **Papers**
- Quorum, necessity for
 - Committees, 2.21
 - Floor, 4.2

C

Cabinet officers, admission to chamber, 10.1

Calendar

- Bills on committee agenda; publication in, 2.6
- Bills on second reading, 4.19
- Bills on third reading, 4.19
- Companion measures, effect of recommitment, 3.11
- Consent bill calendar, 4.17
- Contents, 1.11
- Daily calendar, 1.11, 4.3
- Distribution, 1.11, 4.3
- Executive appointments and suspensions, 12.3
- Filed bills, 3.8
- House amendments to senate bills, reports, 1.18
- Local bills calendar, 4.18
- Local bills; reference to, 4.6
- Notices of meeting at which legislative business discussed, 1.44
- Preparation, 1.11, 4.3

Calendar (Cont.)

- Select committee meeting notices; publication, 2.6, 2.8
- Special order calendar
 - Regular sessions, 4.17
 - Special sessions, 13.8
- Standing committees and subcommittees
 - Hearing notices; publication, 2.8
 - Meeting notices; publication, 2.6

Call to order

- Committee meetings, 2.21
- Organization session, 1.9
- Sessions, 1.2

Casting vote for another or by non-member

- Committees, 2.30
- Floor, 5.3

Caucuses, political

- Election of leaders, 1.1
- Notice, 1.44
- Open meeting requirement, 1.44

Censure

- Ethics and conduct violations, 1.42
- Lobbying violations, 9.6

Certification of bills and other measures, 1.13

Chair, vacation of by President, 1.7

Chamber

- Admission, generally, 10.1
- Attire, 10.4
- Conference matters, meetings re; restrictions, 2.19
- Control of, 1.3
- Discussions of legislative business on floor during session, 1.43
- Lobbyists, admission, 10.2
- Nonmembers voting for senators, exclusion, 5.3
- Press, admission, 10.3
- Senators; presence during sessions, 1.20
- Special master, floor privilege, 12.9

Changes of vote

- Committees, 2.28
- Floor, 5.2

Children and families, committee on, 2.1

- Claim bills**, 4.81
- Closed sessions**, 12.1
- Coat of arms**, 14.1
- Coding indicators**, 3.1
- Co-introducer**
 - Committee substitutes, 2.15
 - Name on bill jackets, 3.1
 - Signature, 3.12
- Collateral matters**
 - Motions to indefinitely postpone; application to, 6.9
 - Motions to reconsider; committees, 2.38
 - Motions to reconsider; floor, 6.7
- Color of amendment, admitting propositions under**
 - Committees, 2.39
 - Floor, 7.1
- Commemoration, resolutions; adoption**, 4.9
- Commerce and consumer services, committee on**, 2.1
- Commissions, nonlegislative; membership by senators**, 1.26
- Commit to a select subcommittee, motions to**, 2.33
- Committee administrative assistants**
 - Amendments, duties re, 2.39
 - Committee substitutes, duties re, 2.15
- Committee bills**
 - Appropriations bill; prerequisites to committee consideration, 3.9
 - Backing for introduction, 3.1
 - Consent calendar, designation for, 4.17
 - Generally, 2.15
 - Introduction, 3.12
 - Publication, 3.9
- Committee chairs**
 - Absence, assumption of duties in, 2.25, 2.26
 - Addressing, 2.45
 - Amendments
 - Preference in presentation, 7.1
 - Section or item, by; order of recognition, 2.42
- Committee chairs (Cont.)**
 - Annual reports of standing subcommittees; filing with, 2.3
 - Appeals, See: Chairs, decisions of committee, under **Appeals**
 - Appointment of, 2.20
 - Call to order, 2.21
 - Committee bills, name on jacket, 3.1
 - Consent calendar, designation of bills for, 4.17
 - Death of, 2.26
 - Decorum, authority re, 2.13, 2.22
 - Exceptions to ruling, taking, 2.53
 - Excused absences, granting, 2.27
 - Explanations of vote; filing with, 2.31
 - Filed bills; delivery to, 3.8
 - Incapacitation, 2.26
 - Interruptions, enforcement of rule re, 2.47
 - Limitation of debate, apportionment of time, 2.50
 - Meeting notices, special sessions, 13.3
 - Meeting places, arranging, 2.10
 - Meetings, duties re notice and bill agenda, 2.6
 - Meetings of a majority of the chairs of standing committees, notice of, 1.44
 - Motions, receiving and order, 2.33
 - Motions, requests for written, 2.32
 - Motions, stating or reading, 2.32
 - Motions to remove bill from committee or refer bill to different committee, approval, 4.10
 - Notices, signing, 2.23
 - Order, considering bill out of, 2.12
 - Order, preservation of, 2.22
 - Points of order, See: Committees, under **Points of order**
 - Questions of order, 2.23
 - Questions of parliamentary procedure, certification, 2.23
 - Recognition, amendment sponsors, 2.39
 - Recognition, power of, 2.46
 - Reference, duties re, 4.6
 - Removal, 1.361, 1.5
 - Reports of standing committees, signing, 2.15
 - Reports of standing subcommittees
 - Signing, 2.16
 - Special sessions; specifying time, 13.5
 - Reports, signing, 2.23
 - Resignation, 2.26
 - Select subcommittees, appointing, 2.1

INDEX

- Committee chairs (Cont.)**
 - Speaking rights, determining, 2.48
 - Subpoenas and process, requesting, 2.2
 - Subpoenas, signing, 2.23
 - Successors, appointment, 2.26
 - Temporary alternate, 2.25
 - Verification of vote, ordering, 2.28
 - Votes, declaring and recording, 2.28
 - Voting by, 2.24
 - Vouchers, signing, 2.23
- Committee of the whole**
 - Generally, 4.4
 - Motions to commit to; precedence, 6.2
- Committee on agriculture, 2.1**
- Committee on banking and insurance, 2.1**
- Committee on children and families, 2.1**
- Committee on commerce and consumer services, 2.1**
- Committee on communications and public utilities, 2.1**
- Committee on community affairs**
 - Appointment, 2.1
 - Local governmental expenditures, bills requiring; reference to, 4.8
 - Local governments' ability to raise revenues or share in state tax revenues, bills reducing; reference to, 4.8
- Committee on criminal justice, 2.1**
- Committee on domestic security, 2.1**
- Committee on education, 2.1**
- Committee on education appropriations, 2.1**
- Committee on environmental preservation, 2.1**
- Committee on ethics and elections**
 - Appointment, 2.1
 - Confirmations
 - Confidentiality of work product, 12.4
 - Duties, 12.7(1)
 - Oaths and affirmations, 12.10
 - Subpoenas and other process, 12.10
- Committee on ethics and elections (Cont.)**
 - Suspensions
 - Amended order, 12.7(10)
 - Confidentiality of work product, 12.4
 - Criminal charge or court challenge pending; abeyance of investigation and proceedings, 12.7(3)
 - Duties, 12.7
 - Evidence, disposition, 12.7(11)
 - Governor's bill of particulars, request for, 12.7(6)
 - Hearings and notice, 12.7(4)
 - Instituting action, time limits, 12.7(8)
 - Oaths and affirmations, 12.10
 - Pre-hearing conferences, 12.7(7)
 - Subpoenas and other process, 12.10
- Committee on general government appropriations, 2.1**
- Committee on government efficiency appropriations, 2.1**
- Committee on governmental oversight and productivity**
 - Appointment, 2.1
 - Retirement system, bills affecting; reference to, 4.8
- Committee on health and human services appropriations, 2.1**
- Committee on health care, 2.1**
- Committee on judiciary, 2.1**
- Committee on justice appropriations, 2.1**
- Committee on regulated industries, 2.1**
- Committee on rules and calendar**
 - Advisory opinions
 - Conduct and ethics, 1.41
 - Lobbyists, to, 9.4
 - Lobbyists, to; compilation, 9.5
 - Appeals; removals from committees, 1.361, 1.5
 - Appointment, 2.1
 - Chair
 - Committee meeting places, assignment, 2.10
 - Consent bill calendar, 4.17
 - Duties re conduct and ethics complaints, 1.42

INDEX

Committee on rules and calendar

(Cont.)

- Local bill calendar, determining, 4.18
- Motion to withdraw a bill from the committee, 4.10
- Claim bills, 4.81
- Committee meeting places, assignment, 2.10
- Committee meeting schedules, special sessions, 13.3
- Committee meetings during session, consent, 2.10
- Conduct and ethics violations, 1.42
- Consent bill calendar, 4.17
- Contributions received from certain organizations during sessions, 1.361
- Disciplinary actions, hearings, 1.42
- Employee disputes, recommendations, 1.28
- Executive matters; reference of reports to, 12.7(1)
- Federal funds, personnel, services or facilities; prior approval, 2.5
- Legislative expenses, authority of chair, 1.4
- Lobbying violations, recommendations, 9.6
- Local bill calendar, 4.18
- Local bills; reference to, 4.6
- Meetings after 50th day, 2.9
- Motions to remove bill from committee or refer bill to different committee, approval by chair, 4.10
- Motions to waive rule re bills or resolutions filed after final day for introduction, duties re, 3.7
- Motions to waive rule requiring unanimous consent; reference to, 11.2
- Order of business, changes, 11.3
- Registration, requirements for, 1.361
- Rules, changes in, 11.3
- Sessions, schedule, 4.1
- Special master, conduct and ethics violations, 1.42
- Special order calendar
 - Regular sessions, 4.17
 - Special sessions, 13.8
- Special order calendar, subcommittee on, 2.1, 4.17, 13.8
- Special order, determination, 4.3
- Special sessions, committee meetings, schedule; notice, 13.3
- Special sessions, schedule, 13.2
- Standing committee and subcommittee meetings, scheduling, 2.9

Committee on rules and calendar

(Cont.)

- Subcommittee meeting places, assignment, 2.10
- Veto messages; reference to, 4.21

Committee on transportation, 2.1

Committee on transportation and economic development appropriations, 2.1

Committee on ways and means

- Appointment, 2.1
- Appropriations bill; introduction by, 3.12
- Conference, posting notice of, 2.19
- Proposed committee bill on appropriations; prerequisites to consideration, 3.9
- Third reading, bills and joint resolutions on; reference to, 4.15

Committee substitutes

- Committee amendments, incorporation of, 2.44
- Copies, 3.9
- Favorable reports by one committee, effect, 4.7
- Proposed substitutes; filing and copies, 2.39
- Standing committees, 2.15
- Standing subcommittees, 2.16

Committees, senate

- Agenda, bills, 2.6, 2.11
- Amend, motions to, 2.33
- Amendments, See: Committee amendments, under **Amendments**
- Annual reports, 2.3
- Appeals, See: Chairs, decisions of committee, under **Appeals**
- Appellations, 2.45
- Appointment, 1.5, 2.1
- Attendance, 2.27
- Bills introduced by, See: **Committee bills**
- Bills, order of consideration, 2.12
- Business
 - Expeditious consideration, 2.9
 - Questions of priority, debate, 2.51
- Certification of questions of parliamentary procedure, 2.23
- Chairs, See: **Committee chairs**
- Claim bills, report of special master, 4.81
- Collateral matters, motions to reconsider, 2.38

INDEX

Committees, senate (Cont.)

- Commit to a select committee, motions to; precedence, 6.2
- Commit to a select subcommittee, motions to, 2.33
- Committee bills, See: **Committee bills**
- Committee of the whole, 4.4
- Committee substitutes, See: **Committee substitutes**
- Conference committees, See: **Conference committees**
- Consider bill out of order, motions to, 2.12
- Credentials committee, 1.24
- Debate, See: Committee debate, under **Debate**
- Decorum, See: Committees, under **Decorum**
- Deleting everything after enacting or resolving clause and inserting new matter, 2.41
- Disorderly conduct, 2.22
- Division of questions, 2.34
- Duties, generally, 2.2
- Employees, assignment and supervision, 1.33, 2.4
- Equal division of vote, 2.28
- Exclusion of nonmembers, 2.30
- Excused absences, 1.21
- Executive appointments and suspensions, reference, 12.7(1)
- Explanations of vote, 2.31
- Federal funds, personnel, services or facilities; using, 2.5
- Filed bills
 - Nonreturning senators, by; 3.12
 - Reference by president, 3.8
- Fiscal notes, preparation, 3.13
- Hearings, See: **Hearings**
- House amendments to senate bills, reference, 1.18
- House bills, amendments to, 2.43
- Interim projects, 2.2
- Interruptions of speaker, 2.47
- Introduction by, 3.12
- Investigation of public agencies, authority, 2.2
- Late vote requests, 2.28
- Limit debate, motions to
 - Generally, 2.50
 - Precedence, 2.33
- Lobbying
 - Registration requirement, 9.1, Joint rule 1

Committees, senate (Cont.)

- Violations, duty to report, 9.7
 - Violators, prohibition from appearance, 9.6
 - Majority action, 2.27
 - Majority of membership, meetings of a; notice, 1.44
 - Meetings
 - After 50th day, 2.9
 - Attendance, 2.27
 - Attendance by introducer, 2.11
 - Attendance, excusing from, 1.21
 - Call to order, 2.21
 - Decorum, 2.13
 - Discussions of legislative business among senators during, 1.43
 - During session, 2.10
 - Evening, 2.10
 - Exempt from open meeting requirement
 - Meetings concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43
 - House amendments to senate bills, hearings, 1.18
 - Notice
 - Delivery to secretary of the senate, 2.8
 - Generally, 1.441, 2.6
 - Publication in calendar, 1.11
 - Open, 1.441, 2.13
 - Order of business, 2.12
 - Places, 2.10
 - Public access and notice, 1.441
 - Scheduling, 2.9
 - Special, 2.10
 - Special sessions, schedule and notice, 13.3
 - Transcripts or minutes, inspection, 1.444
- ### **Members**
- Amendments; obtaining copies in advance of meeting, 2.39
 - Appellations, 2.45
 - Appointment, 1.5, 2.1
 - Appropriations bill; obtaining copies in advance of meeting, 3.9
 - Attendance, 2.27
 - Automatic withdrawal for nonattendance, 2.27
 - Automatic removal from committee by president, 1.361
 - Chair duties, assignment to, 2.25

INDEX

Committees, senate (Cont.)

- Change of vote requests, 2.28
- Division of question, calls for, 2.34
- Excused absences, 2.27
- Explanations of vote, 2.31
- Quorum, questioning existence, 2.21
- Removal; appeal, 1.5
- Speaking limit, 2.49
- Speaking rights, 2.48
- Unregistered lobbyists, permitting, 9.7
- Verification of vote, requests for, 2.28
- Vote, questioning right to, 2.52
- Votes, request to record, 2.15
- Voting by, 2.27
- Voting for another, 2.30
- Motions, See: Committee motions, under **Motions**
- Multiple reference, 4.7
- Nonlegislative committees; membership by senators, 1.26
- Nonmembers, voting by, 2.30
- Notices, See: Committee meeting notices, under **Notices**
- Oaths and affirmations, 2.2
- Officers, 2.20
- Order of business, See: Committees, under **Order of business**
- Order of recognition, 2.46
- Pairing, 2.29
- Papers, leaving in absence, 1.22
- Papers of miscellaneous nature; filing with, 4.11
- Parliamentary inquiries requiring immediate reply, 2.47
- Parliamentary procedure, certification of questions, 2.23
- Penalties, unexcused absences, 2.27
- Penalties, voting for another or by non-member, 2.30
- Personnel, securing, 2.4
- Points of order, See: Committees, under **Points of order**
- Poll, matters reported by, 2.13
- Postpone to a day certain, motions to, 2.33
- Precedence of motions, 2.33
- Precedents, 2.23
- Priority of business, questions re, 2.51
- Proxy, voting by, 2.27
- Questioning right to vote, 2.52
- Questioning vote, 2.28
- Questions of no quorum
 - Generally, 2.21

Committees, senate (Cont.)

- Interruptions for, 2.47
- Questions of order, See: Committees, under **Points of order**
- Questions of privilege, interruptions for, 2.47
- Questions, order of propounding, 2.33
- Quorum, computation, 2.17
- Quorum, necessity for, 2.21
- Recall for further consideration, 2.28
- Recess, motions to take, 2.33
- Recognition, See: Committees, under **Recognition**
- Recommitment, See: **Recommitment**
- Reconsider, motions to, See: Committee motions, under **Reconsider, motions to**
- Records
 - Excused absences, 2.27
 - Explanations of vote, 2.31
 - Inspection, 1.444
 - Votes, 2.15, 2.28
- Reference
 - Executive appointments and suspensions, 12.7(1)
 - Filed bills, 3.8
 - Generally, 4.6
 - House amendments to senate bills, 1.18
 - Motions re; order of business, 4.3
 - Multiple, 4.7
 - Resolutions, 4.9
- Remove bill from, motions to, 4.10
- Remove bill from the table, motions to, 2.16
- Reports, See: **Reports**
- Rise, motions to, 2.33
- Roll call
 - Deferring or explaining vote during, 2.31
 - Generally, 2.28
- Rooms
 - Control of, 2.22
 - Discussions of legislative business among senators during committee meetings, 1.43
- Select committees, See: **Select committees**
- Select subcommittees, See: **Select subcommittees**
- Showing of hands, 2.28
- Speaking, See: Committee debate, under **Debate**
- Special sessions, reports, 13.5

INDEX

Committees, senate (Cont.)

- Staff reports, public inspection, 1.444
- Staff, representing introducers at meetings, 2.11
- Standing committees
 - Annual reports, 2.3
 - Appointment, 1.5, 2.1
 - Fiscal notes, preparation, 3.13
- Meetings
 - Exempt from open meeting requirement
 - Concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43
 - Generally, 2.10
 - Motions to commit to; precedence, 6.2
 - Public access and notice, 1.441
 - Public business, information re, 2.3
 - Records and reports, inspection, 1.444
 - Removal, 1.361, 1.5
 - Reports, 1.444, 2.15
 - Resolutions; reference to, 4.9
 - Select subcommittees, appointment, 2.1
 - Standing subcommittee annual reports, consideration, 2.3
 - Standing subcommittee reports, certification, 2.16
 - Votes, recording, 2.15
- Standing subcommittees
 - Annual reports to standing committees, 2.3
 - Appointment, 1.5, 2.1
- Meetings
 - Exempt from open meeting requirement
 - Concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43
 - Generally, 2.10
 - Public access and notice, 1.444
 - Records and reports, inspection, 1.442
 - Removal, 1.5
 - Reports, 2.16
 - Votes, recording, 2.15
- Strike out and insert, motions to, 2.34
- Subpoenas and process, 2.2
- Subpoenas, signing, 2.23
- Substitute amendments, 2.40
- Substitute measures, See: **Committee substitutes**
- Substitute motions, 2.33

Committees, senate (Cont.)

- Temporarily postpone, motions to, 2.33
- Tie votes, 2.28
- Unregistered lobbyists, permitting, 9.7
- Verifications of vote, 2.28
- Vice-chairs, See: **Vice-chairs**
- Vote required, See: Committees, under **Vote required**
- Voting, See: Committees, under **Voting**
- Vouchers, signing, 2.23
- Withdrawal of bills from, See: **Withdrawal of bills**
- Withdrawal of motions, 2.32
- Witnesses, 2.2
- Yeas and nays, counting, 2.28
- Yielding the floor, 2.49

Communications and public utilities, committee on, 2.1

Community affairs, committee on

- Appointment, 2.1
- Local governmental expenditures, bills requiring; reference to, 4.8
- Local governments' ability to raise revenues or share in state tax revenues, bills reducing; reference to, 4.8

Companion measures

- Fiscal notes, 3.13
- Generally, 3.11
- Substitution of, 3.11

Competency of employees, disputes re, 1.28

Complaints re conduct and ethics violations, 1.42, 1.444

Concur in the house amendment, motions to, 7.8

Concurrent resolutions

- (See also: **Bills and other measures; Resolutions**)
- "Bill" or "measure," inclusion, 11.6
- Capitalization, 3.6
- Copies, furnishing, 3.6
- Form, 3.6
- Readings, 4.13
- Reference, 4.9
- Titles, 3.6
- Transmittal, 1.17
- Voting, 4.13

INDEX

Condolence, resolutions; adoption, 4.9

Conduct and ethics

- Acceptance of anything to influence, 1.36
- Advisory opinions re, 1.41, 1.444
- Complaints re violations, 1.42
- Conflicts of interest, 1.38
- Disclosure of certain contributions, 1.361
- Disclosures of interest, 1.39
- Disqualification from voting
 - Committees, 2.27
 - Floor, 1.20, 1.39
- Employees, 1.40
- Enforcement of rules, questions of, 1.41
- Improper influence, 1.36
- Interpretation of rules, questions of, 1.41
- Lobbyists, 9.2, 9.35, 9.8
- Lobbyists; advisory opinions re, 9.4
- Notice of meetings at which legislative business discussed, violations re, 1.45
- Open meeting violations, 1.45
- Personal conduct, 1.35
- Personal employment, conflicting, 1.37
- Personal interest, conflicting, 1.38
- Questions of privilege re, 8.11
- Solicitation or acceptance of certain contributions, 1.361
- Violations; procedure, 1.42

Conference committees

- Appointment, removal, 1.5
- Chairs of senate and house conferees or subconferees, meetings between; notice, 2.19
- Conferees, meetings of a majority of; notice, 2.19
- Conference matters, meetings to discuss; place and notice, 2.19
- Final actions, taking, 2.19
- Meetings, 2.19
- Motion that the senate insist and request, 7.9
- Motion to discharge and appoint or instruct conferees
 - Precedence, 6.2
 - Regular sessions, 2.19
 - Special sessions, 13.6
- Motion to request, 7.8
- Public access and notice, 1.441, Joint rule 2.1
- Regular sessions, 2.19
- Reports
 - Copies, availability, 4.5, 13.6, Joint rule 2.1

Conference committees (Cont.)

- Messages, transmittal, 6.8
- Order of business, 4.5
- Reading and action, 4.5
- Requirements, 2.19
- Special sessions, 2.19, 13.6
- Subconferees, meetings of a majority of; notice, 2.19

Confidentiality

- Executive matters, reports of special master or committee, 12.7(1)
- Executive sessions
 - Generally, 12.4
 - Penalties for violation, 12.6
- Legislative records exempted by law, 1.444
- Meetings concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43

Confirmations

- Committee on ethics and elections
 - Confidentiality of work product, 12.4
 - Duties, 12.7(1)
 - Oaths and affirmations, 12.10
 - Subpoenas and other process, 12.10
- Confidentiality, 1.444, 12.4
- Documentation re specified appointments to be returned, 12.7(2)
- Executive sessions; consideration of, 12.2
- Motions to reconsider vote, 6.4
- Procedure, 12.7(1)
- Reference of executive appointments, 12.7(1)
- Vote required to consider executive appointments, 12.3
- Vote, confidentiality of, 12.4

Conflicts of interest

- Disclosure, 1.39
- Disqualification from voting re
 - Committees, 2.27
 - Floor, 1.20
- Employees, 1.40
- Personal employment, 1.37
- Questioning right to vote
 - Committees, 2.52
 - Floor, 8.8
- Use of influence, 1.38

Congressional redistricting plans; data and information, access by members, 1.443

INDEX

Consent bill calendar, 4.17

Consideration

- Amendments, 7.1
- Appropriations bill; prerequisites to committee consideration, 3.9
- Claim bills, 4.81
- Committee of the whole, by, 4.4
- Committees
 - Amendments; prerequisites to consideration by, 2.39
 - Bills; notice requirement for consideration, 2.6
 - Time for; special sessions, 13.5
- Companion measures, 3.11
- Concurrent resolutions recalling bills from governor's office, 4.9
- Consent bill calendar, bills on, 4.17
- Final day for introduction, bills filed after; waiver of rules for, 3.7
- General calendar of bills on second or third reading, 4.19
- Local bills, 4.18
- Out of regular order, 4.16
- Resolutions of condolence or commemoration, 4.9
- Second reading, bills on; order of business, 4.3
- Special order calendar, bills on
 - Regular sessions, 4.17
 - Special sessions, 13.8
- Third reading, bills on; order of business, 4.3

Construction of rules, See: **Rules**

Contest of seat, 1.24

Continuing existence of joint rules,
Joint rule 8

Contracts binding the senate, signature of president, 1.4

Contributions, during sessions, 9.35

Contributions, solicitation or acceptance of certain, 1.361

Convening, hour of, 1.2

Convening, hours of; schedule, 4.1

Corridor to chamber; posting meeting notices, 1.44, 2.6, 2.10, 2.19, 13.3

Corridors, control of, 1.3

Co-sponsor, See: **Co-introducer**

Counties; bills requiring them to make expenditures or reducing their ability to raise revenues or share in state tax revenues, reference, 4.8

Credentials committee, 1.24

Criminal justice, committee on, 2.1

D

Daily calendar, See: **Calendar**

Daily journal, See: **Journal**

Daily order of business, See: **Order of business**

Debate

(See also: **Decorum; Recognition**)

- Address, manner of, 8.1
- Amendments to title or corrective amendments, 7.2
- Appeals from decisions of
 - Committee chairs, 2.54
 - Presiding officer, 8.10
 - Presiding officer during debate, 8.9
- Committee debate
 - Address, manner of, 2.45
 - Appeals, 2.54
 - Bills reported favorably by standing subcommittees, 2.16
 - Consider bill out of regular order, motions to, 2.12
 - Interruptions of speaker, 2.47
 - Limit debate, motions to
 - Generally, 2.50
 - Precedence, 2.33
 - Motions in order, 2.33
 - Priority of business, questions re, 2.51
 - Reconsider, motions to, 2.37
 - Speaking limit, 2.49
 - Speaking rights, 2.48
 - Time allowed to close, 2.48
- Committee of the whole, 4.4
- Consider bill out of regular order, motions to, 4.16
- Interruptions of speaker, 8.3
- Limit debate, motions to
 - Generally, 8.6

INDEX

Debate (Cont.)

- Precedence, 6.2
- Motions in order, 6.2
- Questions of privilege during, 8.11
- Reconsider, motions to, 6.6
- Speaking limit, 8.5
- Speaking rights, 8.4
- Time allowed to close, 8.4
- Waive a rule, motions to, 11.2

Decorum

- (See also: **Debate**)
- Appellations, 8.1
- Avoiding personality, 8.1
- Committee of the whole, 4.4
- Committees
 - Appellations, 2.45
 - Avoiding personality, 2.45
 - Committee chairs, authority, 2.13, 2.22
 - Confining remarks to question under debate, 2.45
 - Vice-chairs, authority, 2.22
- Conference committee meetings, 2.19
- Confining remarks to question under debate, 8.1
- Employee disputes re, 1.28
- Meetings at which legislative business discussed, 1.43
- Organization session, 1.9
- President; authority re, 1.3

Defenses in suspension matters, filing, 12.7(4)

Deleting everything after enacting or resolving clause and inserting new matter, effect

- Committees, 2.41
- Floor, 7.4

Dignity of senate, questions of privilege re, 8.11

Discharge conferees and appoint new conferees, motions to

- Precedence, 6.2
- Regular sessions, 2.19
- Special sessions, 13.6

Disciplinary actions, 1.42

Disclosure relating to certain contributions, 1.361

Disclosures of interest, 1.39

Discussions

- Conference matters, re, 2.19
- Legislative business, re
 - Notice requirement, 1.44
 - Open meeting requirement, 1.43
 - Publication of notice, 1.11
 - Violations, 1.45
- Meetings concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43

Disqualification from voting

- Committees, 2.27
- Floor, 1.20

Disturbances

- Committee rooms, in, 2.22
- President; authority re, 1.3

Division of questions

- Committees, 2.34
- Floor, 6.3

Domestic security, committee on, 2.1

E

Economic impact statements, 3.13

Education, committee on, 2.1

Education appropriations, committee on, 2.1

Election of the secretary of the senate, 1.8

Elections

- Minority leader and minority leader pro tempore, 1.1
- President, 1.1
- President designate, 1.1
- President pro tempore, 1.1
- President pro tempore designate, 1.1
- Secretary of the senate, 1.8
- Voting, 5.6

Electronic roll call system, 5.1

Employees

- Absence without permission, 1.31
- Aides, hours of duty, 1.30
- Assignment and supervision, 1.33, 2.4
- Assistant enrolling and engrossing clerk, 1.8

INDEX

Employees (Cont.)

- Chamber, admission to, 10.1
- Committee administrative assistants, 2.15, 2.39
- Committees, 2.4, 2.11
- Compensation, forfeiture, 1.31
- Conflicts of interest, 1.40
- Dismissal for lobbying, 1.29
- Disputes involving, 1.28
- Duties, 1.30
- Hours of duty, 1.30
- Joint utilization with house, 2.4
- Lobbying by, 1.29
- Part-time; hours of employment, 1.30
- Political activities, 1.32
- Records, public inspection, 1.444
- Relatives of senators, 1.28
- Secretary of the senate, assistants to, 1.8
- Spouses of senators, 1.28
- Staff, representing introducers at meetings, 2.11
- Termination
 - Absence without permission, for, 1.31
 - By president, 1.28
 - Transitional periods, 1.27

Enacting clause

- Deleting everything after and inserting new matter, effect
 - Committees, 2.41
 - Floor, 7.4
 - Form, 3.1

Engrossing

- Clerk, 1.8
- Second reading, after, 4.19
- Secretary of the senate; duties re, 1.10

Enrolled bills; signing, 4.20

Enrolling

- Clerk, 1.8
- Secretary of the senate; duties re, 4.20
- Secretary of the senate; supervision of, 1.10

Environmental preservation, committee on, 2.1

Equitable claim bills, reference, 4.81

Ethics, See: Conduct and ethics

Ethics and elections, committee on

- Appointment, 2.1
- Confirmations
 - Confidentiality of work product, 12.4
 - Duties, 12.7(1)
 - Oaths and affirmations, 12.10
 - Subpoenas and other process, 12.10
- Suspensions
 - Amended order, 12.7(10)
 - Confidentiality of work product, 12.4
 - Criminal charge or court challenge pending; abeyance of investigation and proceedings, 12.7(3)
 - Duties, 12.7
 - Evidence, disposition, 12.7(11)
 - Governor's bill of particulars, request for, 12.7(6)
 - Hearings and notice, 12.7(4)
 - Instituting action, time limits, 12.7(8)
 - Oaths and affirmations, 12.10
 - Pre-hearing conferences, 12.7(7)
 - Subpoenas and other process, 12.10

Evidence

- Compelling production; committees, 2.2
- Suspension hearings, 12.7(7)
- Suspension matters; recovery and disposition, 12.7(11)

Excess judgment claim bills, reference, 4.81

Exclusion from committees, 2.30

Excused absences, 1.21

Executive appointments, See: Confirmations

Executive communications, order of business, 4.3

Executive sessions

- Appointments, consideration, 12.2
- Attendance, 12.2
- Authority, 12.1
- Confidentiality
 - Generally, 1.444, 12.4
 - Violation of, 12.6
- Journal, secretary of the senate's duties re, 1.10
- Journal, separate, 12.5
- Motions to proceed to consideration of executive business, precedence, 6.2

INDEX

Executive sessions (Cont.)

- Penalties, violation of confidentiality, 12.6
- Records, public inspection, 1.444
- Removals, 12.2
- Reports, 12.7(1)
- Resolving into, 12.2
- Secretary of the senate; duties re, 12.2
- Suspensions, consideration, 12.2
- Vote required to consider appointments or suspensions, 12.3

Executive suspensions

- Abeyance of investigation and proceedings, 12.7(3)
- Action by senate, 12.7(8)
- Amended suspension order, 12.7(10)
- Committee on ethics and elections, See:
Ethics and elections, committee on
- Confidentiality of proceedings, 1.444, 12.4
- Criminal charge or court challenge pending; abeyance of investigation and proceedings, 12.7(3)
- Defenses, filing, 12.7(5)
- Evidence, recovery and disposition, 12.7(11)
- Executive sessions; consideration of, 12.2
- Finding of commission of felony, 12.7(9)
- Governor's bill of particulars, 12.7(6)
- Hearings, 12.7(4)
- Institution of actions, time limits, 12.7(8)
- Motions to reconsider vote, 6.4
- Notice of hearings, 12.7(4)
- Precedence; conflicts between rule 12 and statute, 12.11
- Pre-hearing conferences
 - Generally, 12.7(7)
 - Notice, giving, 12.7(4)
 - Notice, time limits, 12.7(8)
- Procedure, generally, 12.7
- Reference, 12.7(1)
- Special master, duties and reports, 12.8
- Suspension order, amended, 12.7(10)
- Vote required to consider, 12.3
- Vote, confidentiality, 12.4

Expenditures of state or local governments, bills affecting, 3.13

Expenses

- Authorizations of payment; signing, 1.4
- Committee personnel, joint utilization with house, 2.4
- Legal services, 1.4
- Nonlegislative memberships, re, 1.26

Expenses (Cont.)

- Records, public inspection, 1.444
- Requisitions, 1.4
- Senators, 1.25
- Transitional periods, 1.27
- Travel and per diem, authority, 1.4
- Vouchers, approval, 1.4

Explanations of vote

- Committees, 2.31
- Floor, 5.5

Expulsion, 1.42

Extended sessions, See: Extensions, under Sessions

F

Facilities for senators, 1.25

Federal funds, personnel, services or facilities; using, 2.5

Filed bills

- Generally, 3.8
- Introduction after final day, 3.7
- Introduction by nonreturning senators, 3.12
- Reference, 4.6

First reading, 4.3

Fiscal liabilities of state or local governments, bills affecting, 3.13

Fiscal notes, 3.13

Fiscal records, inspection, 1.444

Floor, See: Chamber

Food, in gallery, 10.5

Forms

- Amendments, 7.1
- Amendments, committee, 2.39
- Bills, 3.1
- Committee amendments, 2.39
- Concurrent resolutions, 3.6
- Joint resolutions, 3.4
- Local bills; proof of publication affidavits, 3.3
- Memorials, 3.5
- Preparation of copy for, 1.14

INDEX

Forms (Cont.)

- Resolutions, 3.6
- Secretary of the senate; duties re, 1.14
- Senate resolutions, 3.6
- Standing subcommittee reports, 2.16
- Subreference, reports, 4.6
- Transitional funds, application, 1.27

Frequently asked questions, lobbying, 9.8

G

Gallery

- Attire, 10.4
- Food or beverages, 10.5
- Reserved section, 10.1
- Visitors, 10.4

Gatherings, prearranged; public ac- **cess, 1.441**

General appropriations bill, See: Ap- **propriations bill**

General government appropriations, **committee on, 2.1**

Germanity of amendments

- Committees, 2.39
- Deleting everything after enacting or re-
solving clause and inserting new mat-
ter
- Committees, 2.41
- Floor, 7.4
- Floor, 7.1

Government efficiency appropriations, **committee on, 2.1**

Governmental oversight and produc- **tivity, committee on**

- Appointment, 2.1
- Retirement system, bills affecting; refer-
ence to, 4.8

Governor

- Admission to chamber, 10.1
- Executive appointments, See: **Confirma-**
tions
- Meetings of president with governor and
speaker re conference matters, notice
of, 2.19
- Meetings of president with; notice, 1.44

Governor (Cont.)

- Messages from
- Order of business, 4.3
- Public inspection, 1.444
- Prearranged gatherings with; public ac-
cess, 1.441
- Recalling bill from office, 4.9
- Request for return of documentation re
certain appointments, 12.7(2)
- Suspensions, See: **Executive suspen-**
sions
- Veto messages, reconsideration, 6.4

Guests

- Admission to floor, 10.1

H

Health and human services appropria- **tions, committee on, 2.1**

Health care, committee on, 2.1

Hearings

- Bills removed from table by standing
committees, 2.16
- Claim bills, 4.81
- Committees, 2.8
- Conduct and ethics
- Advisory opinions, 1.41
- Violations, 1.42
- Disciplinary actions, 1.42
- Filed bills, 3.8
- House amendments to senate bills, 1.18
- Lobbying violations, 9.6, Joint rule 1.5
- Local bills determined not to be local in
nature, 4.6
- Motions to waive rule re bills filed after
final day for introduction, 3.7
- Suspension matters, 12.7
- Transcripts or minutes, inspection, 1.444

House amendments to senate bills

- Hearings, 1.18
- Messages re senate action, transmittal,
6.8
- Motions re, 7.8
- Reference, 1.18
- Reports, 1.18
- Secretary of the senate; duties re, 1.18
- Summaries, 1.18

INDEX

House bills

- Amendments to; committees, 2.43
- Amendments to; floor, 7.7
- Consent calendar, designation for, 4.17

House companions

- Fiscal notes, 3.13
- Substitution, 3.11

House, joint staffing of committees, 2.4

House members

- Admission to floor, 10.1
- Representing introducer at committee meetings, 2.11

House messages

- Inspection by public, 1.444
- Order of business, 4.3
- Secretary of the senate; duties re, 1.18
- Withholding from order, 4.3

House, messages to, 1.17

House refusal to concur in senate amendment, motions re, 7.9

House speaker, See: Speaker of the house

House, transmittal of measures to, 1.17

I

Identification of bills, 3.10

Indexes, 1.16

Insignia, 14.1

Inspection of records, 1.444

Instruct conferees, motions to

- Precedence, 2.19, 6.2
- Regular sessions, 2.19
- Special sessions, 13.6

Integrity of senate, questions of privilege re, 8.11

Interpretation of rules

- Generally, 11.1
- Lobbyists, for, 9.4

Interruptions of speaker

- Committees, 2.47
- Floor, 8.3

Intradistrict allotment expenditure records, inspection, 1.444

Introducer

- Bill jackets, name on, 3.1
- Committee meetings
 - Attendance, 2.11
 - Considering bill out of order for, 2.12
 - Debate, time allowed to close, 2.48
 - Motions to limit debate, rights re, 2.50
- Committee substitutes, 2.15
- Consent calendar, designation of bills for, 4.17
- Constitutionality and legal correctness, responsibility for, 1.15
- Debate, time allowed to close, 8.4
- Delivery for introduction, 3.7
- Index by, 1.16
- Motions to limit debate, right re, 8.6
- Reference, recommendations re, 4.6
- Signature, 3.12

Introduction

- Appropriations bill, 3.12
- Bills, 3.2
- Co-introduction, 3.12
- Committee bills, 2.15
- Committee of the whole, by, 4.4
- Concurrent resolutions, form requirements, 3.6
- During session, 3.7
- Examination upon tender for, 1.15
- Filed bills
 - Generally, 3.8
 - Nonreturning senators, by, 3.12
- Final day for, 3.7
- Joint resolutions, form requirements, 3.4
- Local bills, requirements, 3.3
- Memorials, form requirements, 3.5
- Order of, 3.10
- Resolutions, form requirements, 3.6
- Signatures, 3.12
- Special sessions, delivery for, 13.4

Investigation of public agencies, 2.2

Investigations, executive matters, 12.7(1), (3)

INDEX

J

Jackets

- Bills and other measures, 3.1
- House bills; notation of senate amendments, 7.7
- Local bills; proof of publication attached, 3.3

Joint resolutions

- (See also: **Bills and other measures; Resolutions**)
- "Bill" or "measure," inclusion, 11.6
- Capitalization, 3.4
- Coding indicators, 3.1
- Conference committees, inability to agree
 - Regular sessions, 2.19
 - Special sessions, 13.6
- Consideration out of regular order, 4.16
- Economic impact statements, 3.13
- Fiscal notes, 3.13
- Form, 3.4
- Printing, 3.9
- Readings, 4.12
- Signing by president, 1.4
- Special sessions, standing committee reports, 13.5
- Third reading; reference, amendment or postponement, 4.15
- Titles, 3.4
- Transmittal, 1.17
- Waive rules to immediately certify to house, motions to, 6.8

Joint rules

- Auditor general
 - Annual work plan, operating budget, submission of, Joint rule 5.2
 - Audit reports, Joint rule 4.1, Joint rule 5.3
 - Budget and accounting, Joint rule 5.2
 - Performance, review of, Joint rule 4.1
 - Recommendations, Joint rule 5.3
 - Rulemaking authority, Joint rule 5.1
- Budget commission, joint legislative, Joint rule 7.1
- Continuing existence of, Joint rule 8
- General appropriations bill, See: **Appropriations bill**
- Joint legislative auditing committee
 - Audits, requests for, Joint rule 4.1
 - Responsibilities, Joint rule 4.1
- Legislative support services
 - Duties re lobbyist registration, Joint rule 1

Joint rules (Cont.)

- General counsel, Joint rule 1.5, Joint rule 1.8
- Organizational structure, Joint rule 3.1
- Policies, Joint rule 3.2
- Lobbyist registration, See also: **Lobbying**
 - Appeal of fines; hearings, Joint rule 1.5
 - Cancellation or termination of registration, Joint rule 1.2
 - Committee appearance records, Joint rule 1.1
 - Definitions, Joint rule 1.1
 - Fines, Joint rule 1.5, Joint rule 1.9
 - Legislative support services; duties, Joint rule 1.1, Joint rule 1.4
 - Method of registration, Joint rule 1.2
 - Notice and assessment of fines, Joint rule 1.5
 - Notice of cancellation of registration, Joint rule 1.2
 - Open records, Joint rule 1.6
 - Penalties for late filing, Joint rule 1.5
 - Questions regarding interpretation, Joint rule 1.8
 - Records, retention and inspection, Joint rule 1.7
 - Registration costs; exemptions, Joint rule 1.3
 - Reports required, Joint rule 1.4
 - Lobbying firm compensation report, Joint rule 1.4
 - Reporting dates, Joint rule 1.4
 - Request for waiver of fine, Joint rule 1.5
 - Timeliness of reports, Joint rule 1.4
 - Those required to register; exemptions, Joint rule 1.1
- Office of program policy analysis and government accountability
 - Annual work plan, operating budget, submission of, Joint rule 6.1
 - Audit assignments, Joint rule 4.1
 - Responsibilities of the director, Joint rule 6.1
- Public counsel, Joint rule 4.1

Joint select committees, appointment, removal, 1.5

Journal

- Advisory opinions
 - Conduct and ethics, re, 1.41
 - Lobbyists, to, 9.4
- Amendments, 7.6

INDEX

Journal (Cont.)

- Bill titles, 4.3
- Changes of vote, 5.2
- Correction and approval, 4.3
- Daily journal, 1.10
- Disclosure of interest reports, 1.39
- Distribution, 1.10
- Enrolled bills, signing of, 4.20
- Excused absences, 1.21
- Executive appointments, return of certain documentation, 12.7(2)
- Executive sessions
 - Secretary of the senate; duties re, 1.10
 - Separate journal, 12.5
- Explanations of vote, 5.5
- Filed bills, committee references and reports, 3.8
- Late votes, 5.2
- Lobbyists, advisory opinions to, 9.4
- Numbering, 1.10
- Papers of miscellaneous nature, 4.11
- Precedents, 2.23
- President's decisions re certified appeals, 2.23
- Records, public inspection, 1.444
- Secretary of the senate; duties re, 1.10, Joint rule 2.1
- Standing committee reports, 2.15
- Titles to bills, 4.3
- Voting records, 5.1

Judiciary, committee on, 2.1

Justice appropriations, committee on, 2.1

Justices of the supreme court, admission to chamber, 10.1

L

Late votes

- Committees, 2.28
- Floor, 5.2

Lay on the table

- Motions to, 11.1
- Standing committees, effect of unfavorable report, 2.15
- Standing subcommittees, effect of unfavorable report, 2.16

Leaves of absence, 1.23

Legislation, encouraging passage, defeat or modification, See: Lobbying

Legislative budget commission, joint, Joint rule 7.1

Legislative business,

(See also: **Business**)

Definition, 1.43

Discussions re, 1.43

Meetings

- At which discussed, notice requirement, 1.44

- Between legislators re; open meeting requirement, 1.43

- Exempt from open meeting requirement

- Meetings concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43

- Papers and records, public inspection, 1.444

- Prearranged gatherings re, 1.441

Legislative redistricting plans; data and information, access by members, 1.443

Legislative support services, office of, Joint rule 3

Legislators

- Prearranged gatherings, 1.441

- Representing introducers at committee meetings, 2.11

Lieutenant governor, admission to chamber, 10.1

Limit debate, motions to

- Generally; committees, 2.50

- Generally; floor, 8.6

- Precedence; committees, 2.33

- Precedence; floor, 6.2

Lobbying,

(See also: **Joint rules**)

- Advisory opinions re

- Compilation, 9.5

- Obtaining, 9.4

- Aides, 1.29

- Committees, duty to report violations, 9.7

- Compensation and expenditures, 9.8

- Complaint procedure, Joint rule 1.7

INDEX

Lobbying, (Cont.)

- Conduct and ethics, 9.2
- Contributions during sessions, certain, 9.35
- Defined, Joint rule 1.1
- Employees, 1.29
- Exemption from registration costs, Joint rule 1.3
- Expenditure records, inspection, 1.444
- Expenditures and compensation, 9.8
- False or fraudulent statements, etc., by lobbyists, 9.2
- Frequently asked questions, 9.8
- Joint rule 1, lobbyist registration
 - Appeal of fines, hearings, Joint rule 1.5
 - Committee appearance records, Joint rule 1.1
 - Costs, exemptions, Joint rule 1.3
 - Definitions, Joint rule 1.1
 - Fines, notice and assessment of, Joint rule 1.5
 - Lobbying firm compensation, reporting of, Joint rule 1.4
 - Method of registration, Joint rule 1.2
 - Open records, Joint rule 1.6
 - Penalties, Joint rule 1.5
 - Reports required, Joint rule 1.4
 - Questions regarding interpretation, Joint rule 1.8
 - Records, retention and inspection, Joint rule 1.7
 - Removal of name from list, Joint rule 1.2
 - Requirements, Joint rule 1.1
 - Suspension of registration, Joint rule 1.5
 - Termination of representation, Joint rule 1.2
 - Waiver of filing report, Joint rule 1.5
- Obligations of lobbyists, 9.2
- Penalties, 9.6, Joint rule 1.5
- Registered lobbyists
 - Admission to chamber, 10.2
 - Requirements, 9.3, 9.7
- Registration
 - Costs; exemptions, 1.3
 - Exemptions, 9.1
 - Records, inspection, 1.444
 - Requirement, 9.1, Joint rule 1.1
- Violations, penalties, 9.6

Local bills

- Calendar of, 4.18

Local bills (Cont.)

- Daily calendar, omission from, 4.3
- Determining local nature, 4.6
- Introduction requirements, 3.3
- Proof of publication, 3.3
- Reference, 4.6
- Referenda, 3.3

Local governments; bills requiring them to make expenditures or reducing their ability to raise revenues or share in state tax revenues, reference, 4.8

M

Majority action, 11.4

Majority caucuses, 1.1

Majority leader

- Designation, 1.1
- Special order calendar, duties re, 4.17

Measures, See: Bills and other measures

Meetings

- At which legislative business discussed
 - Notice requirement, 1.44
 - Publication of notice, 1.11
- Between legislators re legislative business, 1.43
- Committee meetings, See: Meetings, under **Committees**
- Conference committee meetings, 2.19
- Conference matters, to discuss; notice, 2.19
- Exempt from open meeting requirement
 - Meetings concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43
- Notice, 1.441
- Political caucuses, 1.44
- Public access, 1.441
- Transcripts or minutes, inspection, 1.444

Members of committees, See: Members, under Committees

Members of the senate, See: Senators

INDEX

Memorials,

- (See also: **Bills and other measures**)
- Attestation of passage, 1.13
- "Bill" or "measure," inclusion, 11.6
- Capitalization, 3.5
- Engrossing and enrolling, 1.10
- Form, 3.5
- Readings, 4.13
- Signing by president, 1.4
- Special sessions, standing committee reports, 13.5
- Titles, 3.5
- Transmittal
 - Duties of secretary of the senate, 1.17
 - Supervision by secretary of the senate, 1.10
- Voting, 4.13

Messages

- Chamber, delivery in, 10.1
- Conference committee reports, 6.8
- Executive; order of business, 4.3
- House amendments, senate action on, 6.8
- House, from, See: **House messages**
- House, to, 1.17
- Veto; motions to reconsider vote, 6.4
- Veto; reference, 4.21

Minority caucuses, 1.1

Minority leader

- Election, 1.1, 1.44
- Special order calendar, duties re, 4.17

Minority leader pro tempore, election, 1.1, 1.44

Motions

- Adjourn, precedence, 6.2
- Adjourn, precedence over questions of privilege, 8.11
- Amend, precedence, 6.2
- Amend the amendment, 7.3
- Amend the house amendment, 7.8
- Amend the substitute, 7.3
- Bills filed after final day for introduction, waive rules re, 3.7
- Commit to a select committee, precedence, 6.2
- Commit to a standing committee, precedence, 6.2
- Commit to the committee of the whole, precedence, 6.2
- Committee motions

Motions (Cont.)

- Amend, 2.33
- Conference committees; taking final actions, 2.19
- Consider bill out of order, 2.12
- Limit debate, 2.50
- Making, 2.32
- Oral, 2.32
- Precedence, 2.33
- Reconsider, See: Committee motions, under **Reconsider, motions to**
- Remove bill from the table, 2.16
- Seconds, 2.32
- Strike out and insert, 2.34
- Vote on, 2.32
- Withdrawal, 2.32
- Written, 2.32
- Committee reference, re; order of business, 4.3
- Companion measures, re, 3.11
- Concur in the house amendment, 7.8
- Concurrent resolution to recall bill from governor's office, take up, 4.9
- Conference committee, request a, 7.8
- Consider bill out of regular order, 4.16
- Discharge conferees and appoint new conferees
 - Regular sessions, 2.19, 6.2
 - Special sessions, 13.6
- Division of questions, 6.3
- House amendments to senate bills, re, 7.8
- House refusal to concur in senate amendments, re, 7.9
- Immediately certify bill or joint resolution to house, waive the rules to, 6.8
- Insist and request a conference committee, that the senate, 7.9
- Insist, that the senate, 7.9
- Instruct conferees
 - Regular sessions, 2.19, 6.2
 - Special sessions, 13.6
- Lay upon the table, 11.1
- Limit debate, 8.6
- Limit debate, precedence, 6.2
- Making, 6.1
- Oral, 6.1
- Postpone indefinitely
 - Application and effect, 6.9
 - Precedence, 6.2
- Postpone to a day certain, precedence, 6.2
- Postpone to a time beyond last day allowed for session, construction, 6.9
- Precedence

INDEX

Motions (Cont.)

- Generally, 6.2
- Privileged questions, 8.11
- Previous question, 11.1
- Privileged questions, precedence, 8.11
- Procedural motions, motions to reconsider, 6.7
- Proceed to the consideration of executive business, precedence, 6.2
- Recede, that the senate, 7.9
- Recess, take a; precedence, 6.2
- Reconsider, See: **Reconsider, motions to**
- Refer to a different committee Filed bills, 3.8
 - Generally, 4.10
- Refuse to concur in the house amendment and ask the house to recede, 7.8
- Remove bill from committee
 - Filed bills, 3.8
 - Order of business, 4.10
- Request a conference committee, 7.8
- Rule requiring unanimous consent, waive, 11.2
- Second reading, disposition on, 4.19
- Seconds, 6.1
- Strike out and insert, 6.3
- Substitute motions, 6.2
- Temporarily postpone, precedence, 6.2
- Waive a rule, generally, 11.2
- Withdrawal of, 6.1
- Written, 6.1

Multiple reference, 4.7

Municipalities; bills requiring them to make expenditures or reducing their ability to raise revenues or share in state tax revenues, reference, 4.8

N

Newspaper representatives, 10.3

Nonlegislative committees, commissions and task forces; membership by senators, 1.26

Notices

- Appointment of select subcommittees, 2.1
- Caucuses, 1.44
- Claim bill hearings, 4.81
- Committee hearings, 2.8

Notices (Cont.)

- Committee meeting notices
 - Delivery to secretary of the senate, 2.8
 - Lack of proper notice, effect, 2.7
 - Public notice, 1.441
 - Publication in calendar, 1.11
 - Regular sessions and interim, 2.6
 - Special sessions, 13.3
- Committee meeting places, assignment, 2.10
- Committee notices, signing, 2.23
- Complaints re conduct and ethics violations, 1.42
- Conduct and ethics violations, hearings, 1.42
- Contested seats, 1.24
- Disciplinary actions, hearings, 1.42
- House amendments to senate bills, summaries, 1.18
- Intent to move to
 - Consider bill out of regular order
 - Committees, 2.12
 - Floor, 4.16
- Lobbying violations, hearings, 9.6
- Meetings at which legislative business discussed
 - Publication of notice, 1.11
 - Requirement for notice, 1.44
 - Violations re notice, 1.45
- Meetings to discuss conference matters, 2.19
- Political caucuses, 1.44
- Select subcommittees; re assignments, 2.1
- Special order, meeting to establish, 4.17
- Subcommittee meeting places, assignment, 2.10
- Subcommittee meetings, public notice, 1.441
- Suspensions, hearings and pre-hearing conferences, 12.7(4), (8)

O

Oaths

- President, 1.1
- President pro tempore, 1.1
- Secretary of the senate, 1.8
- Witnesses
 - Claim bill hearings, 4.81
 - Committees, 2.2
 - Executive matters, 12.10

INDEX

Objections

- Change of vote requests, 5.2
- Consent calendar, bills on, 4.17
- Late vote requests, 5.2
- Miscellaneous papers, reading, 4.11

Office of legislative services, Joint rule 3

Office of program policy analysis and government accountability, Joint rule 6

Officers

- Chamber, admission to, 10.1
- Committee officers, 2.20
- President, 1.1
- President pro tempore, 1.1
- Secretary of the senate, 1.8

Official seal and coat of arms, 14.1

Open meetings

- Committees, 1.441
- Conference committees, 1.441, 2.19
- Exceptions, 1.43
- Political caucuses, 1.44
- Prearranged gatherings, 1.441
- Requirement for, 1.43
- Subcommittees, 1.441
- Violations; procedure and penalties, 1.45

Open sessions, 12.1

Order of business

- Calendar, publication in, 1.11
- Changes in, 11.3
- Committees
 - Generally, 2.12
 - Proceeding with, 2.21
 - Reconsider collateral matters, motions to, 2.38
 - Reconsider, motions to, 2.35
- Conference committee reports, 4.5
- Consent bill calendar, 4.17
- Consideration of bill out of regular order, 4.16
- Daily order of business, 4.3
- House messages; withholding from, 4.3
- Local bill calendar, 4.18
- Proceeding with, 1.2
- Reconsider collateral matters, motions to, 6.7
- Reconsider, motions to, 6.4
- Reports on changes in, consideration, 11.3

Order of business (Cont.)

- Second reading, after, 4.19
- Special order, 4.3
- Special order calendar, 4.17

Order of disposition of amendments

- Committees, 2.40
- Floor, 7.3

Order of precedence, See: Precedence

Order of recognition

- Committees, 2.46
- Floor, 8.2

Order, points of, See: Points of order

Organization of senate, resolutions; adoption, 4.9

Organization session

- Call to order, 1.9
- Contested seats, 1.24
- Elections, 1.1
- Minority leader and leader pro tempore, certification of names, 1.1
- Questions of order, 1.9

P

Pairing

- Committees, 2.29
- Floor, 5.4

Papers

- Chamber, delivery in, 10.1
- Inspection by public, 1.444
- Leaving, when absent, 1.22
- Miscellaneous nature, 4.11
- Reading, 1.12
- Secretary of the senate; duties re, 1.10, 1.444
- Signature of president, 1.4

Parliamentary inquiries

- Definition, 8.7
- Interruptions of speaker for
 - Committees, 2.47
 - Floor, 8.3

Parliamentary practice, requiring observance, 8.7

Parliamentary procedure, certification of questions from committees, 2.23

INDEX

Party caucuses, See: **Caucuses, political**

Passages, control of, 1.3

Payment of expenses, See: **Expenses**

Penalties

Absence from sessions, 4.2

Committee meetings, unexcused absences, 2.27

Conduct and ethics, violations, 1.42

Employees

Absence without permission, 1.31

Lobbying by, 1.29

Termination, 1.28

Executive sessions, confidentiality of; violations, 12.6

Lobbying violations, 9.6

Notice of meetings at which legislative business discussed, violations re, 1.45

Open meeting violations, 1.45

Removal from committee, 1.361

Voting for another or by nonmember Committees, 2.30

Floor, 5.3

Per diem expenses

Authority to incur, 1.4

Nonlegislative memberships, re, 1.26

Personal privilege, questions of, See: **Questions of privilege**

Personnel, See: **Employees**

Pledge of allegiance, order of business, 4.3

Points of order

Appeals, See: **Appeals**

Committees

Chairs; authority to decide, 2.23

Interruptions of speaker for, 2.47

Pending appeals, 2.53

Polls, matters reported by, 2.13

Questioning right to vote re interest, 2.52

Definition, 8.7

Economic impact statements, absence of, 3.13

Fiscal notes, absence of, 3.13

Interruptions of speaker for, 8.3

Organization session, 1.9

Pending appeals, 8.9

Points of order (Cont.)

President; authority to decide, 1.4

Questioning right to vote re interest, 8.8

Recommitment for lack of proper notice, 2.7

Secretary of the senate; authority to decide, organization session, 1.9

Withdrawal of bills from committee, special sessions, 13.5

Political activities, employees, 1.32

Political caucuses, See: **Caucuses, political**

Poll of committee, matters reported by, 2.13

Postpone indefinitely, motions to

Application and effect, 6.9

Precedence, 6.2

Postpone to a day certain, motions to

Committees, 2.33

Floor, 6.2

Postponement to a day certain on third reading, 4.15

Prayer, order of business, 4.3

Prearranged gatherings; public access, 1.441

Precedence

Committee motions, 2.33

Conferees, motions to discharge and appoint or instruct, 2.19, 6.2

Executive suspensions; conflicts between rule 12 and statute, 12.11

Motions, 6.2

Motions, committee, 2.33

Privileged questions, 8.11

Questions of privilege, 8.11

Recess, motions to, 6.2

Speaking rights; committees, 2.48

Speaking rights; floor, 8.4

Special order, bills set at same hour, 4.17

Substitute motions; committees, 2.33

Substitute motions; floor, 6.2

Precedents in committees, 2.23

Preference, presentation of committee amendments, 7.1

INDEX

Pre-hearing conferences in suspension matters

- Generally, 12.7(7)
- Notice, giving, 12.7(4)
- Notice, time limits, 12.7(8)

President

(See also: **Presiding officer**)

- Absence of, 1.7
- Absences, granting leaves, 1.23
- Acts, signing, 1.4
- Amendments by section or item, order of recognition, 7.5
- Amendments, recognition of sponsors, 7.1
- Announcing the vote, 5.1
- Attendance, authority to excuse, 1.21
- Authority of, 1.4
- Call to order, 1.2
- Chamber, control of, 1.3
- Claim bills, reference, 4.81
- Committee chairs
 - Appointment, 2.20
 - Appointment of successors, 2.26
 - Removal, 1.5
- Committee of the whole, duties re, 4.4
- Committee officers, appointment, 2.20
- Committee on ethics and elections; duty to advise, 12.7(1)
- Committee on rules and calendar, reference of reports re executive matters, 12.7(1)
- Committee personnel, authority re, 2.4
- Committees, appointment and removal, 1.5
- Conference committees, appointment and removal, 1.5
- Consent bill calendar, approval, 4.17
- Contested seats, duties re, 1.24
- Contracts binding the senate, signature on, 1.4
- Corridors, control of, 1.3
- Credentials committee, appointment, 1.24
- Decorum, authority re, 1.3
- Disability; reference duties, 4.6
- Disturbances, authority re, 1.3
- Election, 1.1, 1.44
- Electronic roll call system, using, 5.1
- Employee disputes, authority re, 1.28
- Employees
 - Absent without permission, authority, 1.31
 - Assignment of duties, 1.30
 - Hours of employment, 1.30

President (Cont.)

- Enrolled bills, signing, 4.20
- Excused absences, authority re, 1.21
- Executive matters, reference and reports, 12.7(1)
- Expenses
 - Authorizations of payment, 1.4
 - Legal services, 1.4
 - Senators, of; authority, 1.25
- Facilities for senators, authority re, 1.25
- Filed bills, reference, 3.8
- Guests, invitation, 10.1
- House amendments to senate bills, reference, 1.18
- House messages, withholding, 4.3
- Interim projects, authority to assign, 2.2
- Joint resolutions, signing, 1.4
- Joint select committees, appointment and removal, 1.5
- Leaves of absence, granting, 1.23
- Local bill calendar, consideration; approval, 4.18
- Majority caucus, calling, 1.1
- Majority leader, designation of, 1.1
- Meetings concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43
- Meetings with
 - Governor and speaker re conference matters; notice, 2.19
 - Governor re legislative business; notice, 1.44
 - House conferees; notice, 2.19
 - Majority of chairs of standing committees; notice, 1.44
 - Speaker re legislative business; notice, 1.44
- Memorials, signing, 1.4
- Motions
 - Receiving, 6.2
 - Requests for written, 6.1
 - Stating or reading, 6.1
- Nonlegislative memberships by senators, approval, 1.26
- Oath, 1.1
- Order, preservation of, 1.3
- Organization session, absence, 1.9
- Papers of miscellaneous nature, disposition, 4.11
- Papers, signature on, 1.4
- Parliamentary procedure, certified questions from committees, 2.23
- Passages, control of, 1.3

INDEX

President (Cont.)

- Per diem expenses, 1.4
- Prearranged gatherings with; public access, 1.441
- Presiding officer, designation of, 1.7
- Press, admission of, 10.3
- Property of the senate, 1.4
- Questions of order
 - Certification by committees, 2.23
 - Decisions by, 1.4
- Questions, order of propounding, 6.2
- Recess, authority to, 1.2
- Recommitment, committee reports without quorum, 2.17
- Reference
 - Bill affecting appropriations, tax revenues, or retirement system, 4.8
 - Bill requiring local governments to make expenditures or reducing their ability to raise revenues or share in state tax revenues, 4.8
 - Claim bills, 4.81
 - Duties re, 4.6
 - House amendments to senate bills, 1.18
- Request to return documentation of an executive appointment, 12.7(2)
- Requisitions, signing, 1.4
- Resignation, 1.7
- Resolutions, reference, 4.9
- Resolutions, signing, 1.4
- Rooms, control of, 1.3
- Rules, interpretation of, 11.1
- Second reading, ordering and placing motions, 4.19
- Secretary of the senate, supervision of, 1.8
- Select committees
 - Appointment and removal, 1.5
 - Officers, appointment, 2.20
 - Requests for subpoenas and other process, 2.2
- Select subcommittees; approval and notice re appointments and assignments, 2.1
- Session schedule, approval, 4.1
- Signature, when required, 1.4
- Solicitation or acceptance of certain contributions, 1.361
- Special master, executive matters
 - Appointment, 12.7(1), 12.8
 - Duty to advise president, 12.7(1)
 - Granting floor privilege to, 12.9
- Special sessions, schedule approval, 13.2

President (Cont.)

- Standing committees and subcommittees
 - Annual reports, filing by standing committees, 2.3
 - Appointment, 1.5, 2.1
 - Chairs, appointment of successors, 2.26
 - Meeting schedule, approval, 2.9
 - Officers, appointment, 2.20
 - Personnel, authority re, 2.4
 - Removal, 1.5, 1.361
 - Requests for subpoenas and other process, 2.2
- Subpoenas, signature on, 1.4
- Term, 1.1
- Third reading, ordering, 4.19
- Transitional funds, approval, 1.27
- Travel expenses, 1.4
- Verifications of vote, ordering, 5.2
- Vice-chairs
 - Appointment, 2.20
 - Removal, 1.5
- Vote, taking the, 5.1
- Votes, counting, 1.12
- Voting by, 1.6
- Vouchers, approval, 1.4
- Warrants, signature on, 1.4
- Writs, signature on, 1.4
- Yeas and nays, taking, 5.1

President designate, election, 1.1

President pro tempore

- (See also: **Presiding officer**)
- Chair, assuming duties, 1.7
- Election, 1.1
- Oath, 1.1
- Organization session, absence, 1.9
- Reference, assuming duties, 4.6
- Term, 1.1

President pro tempore designate, election, 1.1, 1.44

Presiding officer

- Appeals from decisions, 8.9
- Appeals from decisions, debate, 8.10
- Designation, 1.7
- Exceptions to ruling, taking, 8.9
- Interruption of speakers, enforcement of rule re, 8.3
- Organization session, 1.9
- Points of order pending appeals, 8.9
- Recognition, power of, 8.2

INDEX

Presiding officer (Cont.)
 Rules, interpretation, 11.1
 Speaking rights, determination, 8.4

Press representatives
 Admission, 10.3
 Notice of meetings at which legislative business discussed, 1.44

Previous question, motions for, 11.1

Privilege, questions of, See: **Questions of privilege**

Privileged questions
 Conferees, motions to discharge and appoint or instruct
 Regular sessions, 2.19
 Special sessions, 13.6
 Precedence, 8.11

Probation, lobbying violations, 9.6

Procedural motions, motions to reconsider, 6.7

Proceed to the consideration of executive business, motions to; precedence, 6.2

Process
 Committees; requests for, 2.2
 Executive matters; authority re, 12.10

Program policy analysis and government accountability, office of, Joint rule 6

Proof of publication, local bills, 3.3

Property of the senate
 Delegation of responsibility re, 1.4
 Responsibility of the president, 1.4

Property records, inspection, 1.444

Proposed amendments; filing and copies
 Committees, 2.39
 Floor, 7.1

Proposed committee bills; filing and copies, 2.39

Proposed committee substitutes; filing and copies, 2.39

Public agencies, investigation, 2.2

Public inspection, records and reports, 1.444

Public meetings, See: **Open meetings**

Public officers, confirmation, See: **Confirmations**

Public officers, suspension, See: **Executive suspensions**

Publication of, bills and joint resolutions, 3.9

Q

Questioning right to vote
 Committees, 2.52
 Floor, 8.8

Questioning vote
 Committees, 2.28
 Floor, 5.1

Questions, division of, See: **Division of questions**

Questions of no quorum, See: under **Quorum**

Questions of order, See: **Points of order**

Questions of privilege
 Interruptions for; committees, 2.47
 Interruptions for; floor, 8.3
 Precedence, 8.11
 Precedence over motions to discharge and appoint or instruct conferees, 2.19, 6.2
 Types, 8.11

Questions, order of propounding
 Committees, 2.33
 Floor, 6.2

Quorum
 Committee of the whole, 4.4
 Committees
 Computation, 2.17
 Necessity for, 2.21
 Questions of no quorum
 Generally, 2.21
 Interruptions for, 2.47
 Computation, 4.2

INDEX

Quorum (Cont.)

- Electronic roll call system; use for, 5.1
- Necessity for, 1.2
- Questions of no quorum
 - Generally, 4.2
 - Interruptions for, 8.3
- Roll call, 1.12

R

Radio station representatives, 10.3

Reading

- Amendments, 7.2
- Bills, generally, 4.12
- Committee motions, 2.32
- Committee of the whole, bills considered by, 4.4
- Committee substitutes, 2.15
- Companion measures, substitution on different readings, 3.11
- Concurrent resolutions, 4.13
- Conference committee reports
 - Regular sessions, 4.5
 - Special sessions, 13.6
- Filed bills, 3.8
- First reading, 4.3
- Full text, requiring, 4.12
- House amendments to senate bills, 7.8
- House messages, 1.18
- Joint resolutions, 4.12
- Memorials, 4.13
- Motions, 6.1
- Motions, committee, 2.32
- Papers, 1.12
- Papers of miscellaneous nature, 4.11
- Resolutions, 4.14
- Second; order after, 4.19
- Second; order of business, 4.3
- Status, publication in calendar, 1.11
- Third reading
 - Advancement to, 4.19
 - Order of business, 4.3
 - Reference, amendment or postponement on, 4.15
- Title only, by; authority, 4.12
- Waiver of rule re, 4.12

Reapportionment, data and information; access by members, 1.443

Recalling bill from governor's office, 4.9

Recess

- Motions to take; committees, 2.33
- Motions to take; floor, 6.2
- President; authority re, 1.2

Recognition

- Amendments by section or item; order, 7.5
- Amendments, sponsors of, 7.1
- Committees
 - Amendments by section or item; order, 2.42
 - Amendments, sponsors of, 2.39
- Order, 2.46
- Requests for, 2.45
- Order, 8.2
- Requests for, 8.1

Recommitment

- Companion measures, effect on, 3.11
- Report without proper notice, 2.7
- Report without quorum of committee, 2.17
- Standing committee report, after, 2.15

Reconsider, motions to

- Collateral matters, 6.7
- Committee motions
 - Collateral matters, 2.38
 - Debate, 2.37
 - Generally, 2.35
 - Precedence, 2.33
 - Vote required, 2.36
 - Withdrawal, 2.32
- Debate, 6.6
- Generally, 6.4
- Precedence, 6.2
- Procedural motions, 6.7
- Special sessions, 13.7
- Vote required, 6.5
- Withdrawal, 6.1

Reconsideration

- Motions to waive rules to immediately certify bill or joint resolution to house; effect, 6.8
- Order of business of matters on, 4.3
- Period of retention of bills during, 6.8

Records

- Change of vote requests, 5.2
- Claim bill hearings, 4.81
- Committees
 - Excused absences, 2.27

INDEX

Records (Cont.)

- Explanations of vote, 2.31
- Inspection, 1.444
- Votes, 2.15, 2.28
- Disposition, 1.444
- Electronic roll call votes, 5.1
- Fees for copies, 1.444
- Inspection by public; exemptions, 1.444
- Late vote requests, 5.2
- Public; defined, 1.444
- Secretary of the senate; duties re, 1.10, 1.444
- Votes, 5.1

Reference (See also: Recommitment)

- Appropriations, bills affecting, 4.8
- Claim bills, 4.81
- Committee of the whole, introduction without further reference, 4.4
- Committee polls, matters reported by, 2.13
- Conduct and ethics rules
 - Complaints re violations, 1.42
 - Questions of interpretation and enforcement, 1.41
- Conference committees, special sessions, 13.6
- Employee disputes, 1.28
- Engrossing clerk, to, 4.19
- Equitable claim bills, 4.81
- Excess judgment claim bills, 4.81
- Executive appointments and suspensions, 12.7(1)
- Filed bills
 - Generally, 4.6
 - President, by, 3.8
- Generally, 4.6
- House amendments to senate bills, 1.18
- Local bills, 4.6
- Local governmental expenditures, bills requiring, 4.8
- Local governments' ability to raise revenues or share in state tax revenues, bills reducing, 4.8
- Motions re committee reference, order of business, 4.3
- Motions to refer to different committee, 4.10
- Motions to waive rule requiring unanimous consent, 11.2
- Multiple reference, 4.7
- Order of business
 - Generally, 4.3
 - Proposed changes, 11.3

Reference (See also: Recommitment) (Cont.)

- Resolutions, generally, 4.9
- Retirement system, bill affecting, 4.8
- Rules, proposed changes, 11.3
- Second reading, after, 4.19
- Tax revenues, bills affecting, 4.8
- Third reading, bills or joint resolutions on, 4.15
- Time limitations, 4.6

Referenda, local bills, 3.3

Refuse to concur in the house amendment and ask the house to recede, motions to, 7.8

Registration of lobbyists, See: Joint rule 1, lobbyist registration, under Lobbying

Regular sessions, See: Sessions

Regulated industries, committee on, 2.1

Relatives of senators, employment, 1.28

Removal of a senator from a committee, 1.361, 1.5

Removal of bills from committee, See: Withdrawal of bills

Remove bill from the table, motions to; committees, 2.16

Reports

- Bills recommitted for lack of proper notice, 2.7
- Claim bills, 4.81
- Committee of the whole, 4.4
- Committee on ethics and elections, 12.7(1)
- Committee on rules and calendar
 - Changes in rules or order, 11.3
 - Executive matters, 12.7(1)
 - Local bills, 4.6
 - Motions to waive rule re bills filed after final day for introduction, 3.7
- Committee substitutes
 - Favorable report by one committee; effect, 4.7
 - Filing, 2.15
- Committees
 - Annual reports, 2.3
 - Inspection, 1.444

INDEX

Reports (Cont.)

- Order of business, 4.3
- Publication in calendar, 1.11
- Signing, 2.23
- Special sessions, 13.5
- Standing committees, 2.15
- Standing subcommittees, 2.16
- Conduct and ethics violations, 1.42
- Conference committees
 - Copies, availability, 4.5, 13.6
 - Messages, transmittal, 6.8
 - Order of business, 4.5
 - Regular sessions
 - Deliberation and requirements, 2.19
 - Reading and action, 4.5
 - Special sessions, 13.6
- Credentials committee, 1.24
- Disposal, 1.444
- Executive matters, 12.7(1)
- Exemptions from public inspection, 1.444
- Filed bills
 - Generally, 3.8
 - Nonreturning senators, by, 3.12
- House amendments to senate bills, 1.18
- Inspection by public, 1.444
- Lobbying violations before committees, 9.7
- Multiple reference; unfavorable report by one committee, effect, 4.7
- Select subcommittees, 2.1
- Special master
 - Claim bills, 4.81
 - Conduct and ethics violations, 1.42
 - Executive appointments, 12.7(1)
 - Executive suspensions
 - Floor privilege, 12.9
 - Generally, 12.7(1), 12.8
- State agencies, reports to standing committees and subcommittees, 2.2
- Subcommittees, annual reports, 2.3
- Subreference, 4.6

Reprimand, lobbying violations, 9.6

Reprimand of senators, 1.42

Reputation, questions of privilege re, 8.11

Request a conference committee, motions to, 7.8

Requisitions, 1.4

Re-reference, See: Recommitment

Resolutions

(See also: **Bills and other measures; Concurrent resolutions; Joint resolutions**)

- Amendment by section or item; committees, 2.42
- Attestation of passage, 1.13
- "Bill" or "measure," inclusion, 11.6
- Capitalization, 3.6
- Copies, furnishing, 3.6
- Deleting everything after the resolving clause and inserting new matter
 - Committees, 2.41
 - Floor, 7.4
- Engrossing and enrolling, 1.10
- Executive sessions, 12.2
- Form, 3.6
- Indexes, 1.16
- Inspection by public, 1.444
- Order of business, changes; origination, 11.3
- Readings, 4.14
- Recommitment upon report without quorum, 2.17
- Reference, 4.9
- Rules, changes in; origination, 11.3
- Signing by president, 1.4
- Special sessions, standing committee reports, 13.5
- Titles, 3.6
- Transmittal, duties of secretary of the senate, 1.10
- Voting, 4.14

Resolving clauses

- Concurrent resolutions, 3.6
- Deleting everything after and inserting new matter
 - Committees, 2.41
 - Floor, 7.4
- Joint resolutions, 3.4
- Memorials, 3.5
- Resolutions, 3.6

Retirement systems, bills affecting

- Fiscal notes, 3.13
- Reference, 4.8

Revenue matters, bills or joint resolutions dealing with; meetings of groups of conferees, notice of, 2.19

INDEX

Revenues of state or local governments, bills affecting, 3.13

Review period, general appropriations bill, Joint rule 2.1

Rise, motions to; committees, 2.33

Rising to point of order requiring an immediate ruling, 8.3

Rising to question of privilege, 8.3

Roll call

- Changes of votes, recording, 5.2
- Committee of the whole, 4.4
- Committees, 2.28
- Entry after, 1.23
- Explanation of vote during, 5.5
- Late votes, recording, 5.2
- Order of business, 4.3
- Presence, 1.23
- Secretary of the senate; duties re, 1.12
- Sessions, 5.1
- Taking, manner of, 5.1

Rooms, committee, control of, 2.22

Rooms, control of, 1.3

Rules

- "Bill" or "measure," construction, 11.6
- Changes in; generally, 11.3
- Clarification, obtaining, 8.7
- Committee of the whole, 4.4
- Conduct and ethics rules, See: **Conduct and ethics**
- Executive suspensions; conflicts between rule 12 and statute, 12.11
- Interpretation, 11.1
- Interruptions, enforcement of rule by chairs, 2.47
- Lobbyists, advisory opinions re interpretation, 9.4
- Local bill calendar, determining, 4.18
- Local bills; reference to, 4.6
- Lobbying violations, recommendations, 9.6
- Notice of meetings; conflict in, 1.441
- Notices of meetings at which legislative business discussed, violations re, 1.45
- Observance, requiring, 8.7
- Open meeting violations, 1.45
- Parliamentary inquiries, See: **Parliamentary inquiries**

Rules (Cont.)

- Penalties for violations, See: **Penalties**
- Points of order, See: **Points of order**
- Predetermination, obtaining, 8.7
- Public access to meetings and gatherings; conflict in, 1.441
- Select subcommittees, regulating, 2.1
- Singular number, construction, 11.6
- Special sessions, 13.1
- Suspension of, 11.2
- "Two-thirds vote," etc., construction, 11.5
- Vote required, construction, 11.4
- Waiver of, 11.2

Rules and calendar, committee on

- Advisory opinions
 - Conduct and ethics, 1.41
 - Lobbyists, to, 9.4
 - Lobbyists, to; compilation, 9.5
- Appeals; removals from committees, 1.361, 1.5
- Appointment, 2.1
- Chair
 - Committee meeting places, assignment, 2.10
 - Consent bill calendar, 4.17
 - Duties re conduct and ethics complaints, 1.42
 - Local bill calendar, determining, 4.18
 - Motion to withdraw a bill from the committee, 4.10
- Claim bills, 4.81
- Committee meeting places, assignment, 2.10
- Committee meeting schedules, special sessions, 13.3
- Committee meetings during session, consent, 2.10
- Conduct and ethics violations, 1.42
- Consent bill calendar, 4.17
- Contributions received from certain organizations during sessions, 1.361
- Disciplinary actions, hearings, 1.42
- Employee disputes, recommendations, 1.28
- Executive matters; reference of reports to, 12.7(1)
- Federal funds, personnel, services or facilities; prior approval, 2.5
- Legislative expenses, authority of chair, 1.4
- Lobbying violations, recommendations, 9.6
- Local bill calendar, 4.18

INDEX

Rules and calendar, committee on (Cont.)

- Local bills; reference to, 4.6
- Meetings after 50th day, 2.9
- Motions to remove bill from committee or refer bill to different committee, approval by chair, 4.10
- Motions to waive rule re bills filed after final day for introduction, duties re, 3.7
- Motions to waive rule requiring unanimous consent; reference to, 11.2
- Order of business, changes, 11.3
- Registration, requirements for, 1.361
- Rules, changes in, 11.3
- Sessions, schedule, 4.1
- Special master, conduct and ethics violations, 1.42
- Special order calendar
 - Regular sessions, 4.17
 - Special sessions, 13.8
- Special order calendar, subcommittee on, 2.1, 4.17, 13.8
- Special order, determination, 4.3
- Special sessions, schedule, 13.2
- Standing committee and subcommittee meetings, scheduling, 2.9
- Subcommittee meeting places, assignment, 2.10
- Veto messages; reference to, 4.21

S

Safety of senate, questions of privilege re, 8.11

Seal, 14.1

Seat, contest of, 1.24

Secretary of the senate

- Amendments, duties re, 7.1
- Appropriations bill, duties re
 - Proposed committee bill, 3.9
 - Review period, copies furnished, Joint rule 2.1
- Assistants, employment of, 1.8
- Attestations, 1.13
- Bills, attestation, 1.13
- Bills filed after final day for introduction, duties re, 4.6
- Calendar, duties re, 1.11
- Change of vote requests, records, 5.2
- Claim bill and special master's report, duties re, 4.81

Secretary of the senate (Cont.)

- Committee amendments; filing with, 2.44
- Committee amendments, forms, 2.39
- Committee meeting places, notices, 2.10
- Committee of the whole, duties re, 4.4
- Committee substitutes, duties re, 2.15
- Concurrent resolutions, furnishing copies, 3.6
- Copies of bills, duties re, 3.9
- Daily calendar, duties re, 1.11, 4.3
- Delivery of bills for introduction
 - Regular sessions and interim, 3.7
 - Special sessions, 13.4
- Disclosures of interest, duties re, 1.39
- Duties, general, 1.8
- Election of, 1.8
- Electronic roll call system, duties re, 5.1
- Employees, supervision, 1.33
- Engrossing, duties re, 1.8
- Engrossing, supervision of, 1.10
- Enrolled bills, signing, 4.20
- Enrolling, duties re, 1.8, 4.20
- Enrolling, supervision of, 1.10
- Examination of bills, 1.15
- Executive appointments, return of certain documentation, 12.7(2)
- Executive business, disclosure, 12.2
- Executive sessions
 - Duties re, 12.2
 - Journal, keeping, 1.10
- Explanations of vote; filing with
 - Committees, 2.31
 - Floor, 5.5
- Filed bills
 - Duties re, 3.8
 - Reference by chairs and hearings; notice to, 4.6
- Forms, duties re, See: **Forms**
- House amendments to senate bills, duties re, 1.18
- House messages, duties re, 1.18
- Identification of bills, duties re, 3.10
- Indexes, duties re, 1.16
- Introduction of bills, prerequisite, 3.2
- Journal, duties re, 1.10, Joint rule 2.1
- Late vote requests, records, 5.2
- Lobbyists, advisory opinions to; compilation, 9.5
- Local bills
 - Calendar, omission from and separate distribution, 4.3
 - Proof of publication, duties re, 3.3
- Majority leader; certification of name to, 1.1

INDEX

Secretary of the senate (Cont.)

- Memorials, attestation, 1.13
- Minority leader and leader pro tempore; certification of names to, 1.1
- Notices of meetings at which legislative business discussed, duties re, 1.44
- Notices of meetings to discuss conference matters; filing notice with, 2.19
- Oath, 1.8
- Organization session, duties re, 1.9
- Papers
 - Duties re, 1.10
 - Leaving with during absence, 1.22
 - Maintenance and disposal of, 1.444
 - Reading, 1.12
- President designate and president pro tempore designate; certification of names to, 1.1
- Reading papers, 1.12
- Records, duties re, 1.10, 1.444
- Resolutions, attestation, 1.13
- Resolutions, furnishing copies, 3.6
- Retention of bills for period of reconsideration, 6.8
- Roll call, duties re, 1.12
- Select committee meeting notices; publication, 2.6, 2.8
- Select subcommittees, certain notice required, 2.1
- Senate amendments to house bills, notations on jackets, 7.7
- Staff, employment of, 1.8
- Standing committees
 - Annual reports, filing, 2.3
 - Meeting notices and agenda, filing, 2.6
 - Meeting notices, delivery, 2.8
 - Reports, entering in journal, 2.15
 - Reports; special sessions, 13.5
- Standing subcommittees
 - Meeting notices and agenda, filing, 2.6
 - Meeting notices, delivery, 2.8
 - Reports, certification, 2.16
 - Reports, forms, 2.16
- Subcommittee meeting places, notices, 2.10
- Subpoenas, attestation, 1.13
- Subreference reports by standing committee chairs, forms, 4.6
- Summaries of house amendments to senate bills, duties re, 1.18
- Supervision of, 1.8
- Suspended official; filing of defenses, 12.7(5)

Secretary of the senate (Cont.)

- Term, 1.8
- Transmittal, duties re, 1.17
- Transmittal, supervision of, 1.10
- Typists, supervision, 1.33
- Verifiers, supervision, 1.33
- Votes, recording, 5.1
- Voting, duties re, 1.12
- Warrants, attestation, 1.13
- Withdrawal of bills, certain notice required, 3.8
- Writs, attestation, 1.13

Select committees

- Appointment, removal, 1.5
- Meetings, 2.10
- Meetings concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43
- Motions to commit to; precedence, 6.2
- Notice of meetings, 2.6, 2.8
- Oaths and affirmations, 2.2
- Officers, appointment, 2.20
- Records, public inspection, 1.444
- Subpoenas and process, 2.2
- Witnesses, 2.2

Select subcommittees

- Appointment, 2.1
- Generally, 2.1
- Meetings, 2.10
- Meetings concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43
- Motions to commit to, 2.33
- Notice of appointment and charge, 2.1
- Records, public inspection, 1.444
- Reference to, 4.6

Senate amendments to house bills

- House refusal to concur, motions re, 7.9
- Manner, 7.7
- Manner; committees, 2.43

Senators

- Absences, See: **Absence**
- Acceptance of anything to influence, 1.36
- Addressing committees, 2.45
- Addressing senate, 8.1
- Advisory opinions re conduct and ethics, requests, 1.41, 1.444
- Amendments, obtaining copies of, 7.1
- Another, voting for, 5.3
- Appeals, See: **Appeals**

INDEX

Senators (Cont.)

- Appellations; committees, 2.45
- Appellations; floor, 8.1
- Attendance, See: **Attendance**
- Attire in chamber, 10.4
- Censure, 1.42
- Chamber, admission to, 10.1
- Co-introduction, 3.12
- Commissions, membership on, 1.26
- Committee members, as, See: Members, under **Committees**
- Committee substitutes, co-sponsoring, 2.15
- Committees outside legislature, membership on, 1.26
- Conduct, See: **Conduct and ethics**
- Conference committee reports, obtaining copies, 4.5
- Conflicts of interest, See: **Conflicts of interest**
- Congressional redistricting information, access to, 1.443
- Consent bill calendar, designations and objections, 4.17
- Contest of seat, 1.24
- Debate, See: **Debate**
- Decorum, See: **Decorum**
- Disciplinary actions, 1.42
- Disclosure re acceptance or solicitation of certain contributions, 1.361
- Disclosures of interest, 1.39
- Disqualification from voting, 1.20
- Division of question, calls for, 6.3
- Employees; assignment to, 1.33
- Excused absences, 1.21
- Executive sessions, unseating for violating confidentiality, 12.6
- Expenses, 1.25
- Expulsion, 1.42
- Facilities, 1.25
- Families, reserved gallery section, 10.1
- Filed bills, copies and calendar, 3.8
- Fiscal notes; copies to, 3.13
- Former members, admission to chamber, 10.1
- Influence, use of, 1.38
- Interruptions, when allowed, 8.3
- Intradistrict allotment expenditure records, public inspection, 1.444
- Introducers, as, See: **Introducer**
- Legal services, certain expenses, 1.4
- Legislative redistricting information, access to, 1.443

Senators (Cont.)

- Meetings between legislators re legislative business, 1.43
- Motions, See: **Motions**
- Nonlegislative appointments, accepting, 1.26
- Nonreturning senators, bills filed by, 3.12
- Organization session, delegation of duties by secretary of the senate, 1.9
- Papers, leaving in absence, 1.22
- Papers of miscellaneous nature, objections, 4.11
- Parliamentary inquiries, See: **Parliamentary inquiries**
- Penalties, See: **Penalties**
- Personal conduct, 1.35
- Personal employment, conflicting, 1.37
- Personal interest, conflicting, 1.38
- Points of order, See: **Points of order**
- Prearranged gatherings between, 1.441
- Presence, 1.23
- Presiding officer, designation as, 1.7
- Questions of personal privilege, 8.11
- Quorum, questioning existence, 4.2
- Reapportionment information, access to, 1.443
- Recognition, See: **Recognition**
- Records, public inspection, 1.444
- Registration with committee on rules and calendar, 1.361
- Relatives, employment, 1.28
- Removal from committee, 1.361, 1.5
- Reprimand, 1.42
- Reputation, questions of privilege re, 8.11
- Rights, questions of privilege re, 8.11
- Seat, contest of, 1.24
- Solicitation or acceptance of certain contributions, 1.361
- Speaking, See: **Debate**
- Spouse, employment of, 1.28
- Standing committee and subcommittee meetings, copy of schedule, 2.9
- Summaries of house amendments to senate bills; notice to, 1.18
- Task forces, membership on, 1.26
- Transition from office, 1.27
- Unseating for violation of confidentiality of executive sessions, 12.6
- Vacancy in office; transitional period, 1.27
- Votes and voting, See: **Vote required; Voting**
- Withdrawal of bills, 3.8

Sessions

- Absence, leaving papers during, 1.22
- Admission to chamber, See: **Chamber**
- Announcement of committee and subcommittee meetings, See: **Announcement of committee and subcommittee meetings**
- Attendance by senators, 1.20
- Attire, 10.4
- Call to order, 1.2
- Claim bills, reports of special master, 4.81
- Closed sessions, 12.1
- Conference committee reports during last 5 days, 4.5
- Employees, hours of duty, 1.30
- Excused absences, 1.21
- Executive matters, presentation of reports, 12.7(1)
- Executive sessions, See: **Executive sessions**
- Extensions
 - Additional proposals, vote required to consider, 11.5
 - Motions to indefinitely postpone during session, effect, 6.9
 - Special order calendar, 4.17
 - Transmittal during, 6.8
- Final day for introduction, 3.7
- Hour of convening, 1.2
- Hours of convening and adjournment, schedule, 4.1
- Majority caucus, 1.1
- Motions to indefinitely postpone, effect, 6.9
- Notice of meetings at which legislative business discussed, 1.44
- Notice of meetings to discuss conference matters, 2.19
- Open sessions, 12.1
- Organization session, See: **Organization session**
- Presence, 1.23
- Recesses, 1.2
- Reference of bills received during, 3.7
- Registration re solicitation or acceptance of certain contributions, 1.361
- Schedule of meetings, 4.1
- Special order calendar, 4.17
- Special sessions, See: **Special sessions**
- Transcripts or minutes, inspection, 1.444
- Transmittal of bills during last 5 days, 6.8

Show of hands, See: under **Voting**

Simple resolutions, See: **Resolutions**

Singular number, use in rules, 11.6

Solicitation or acceptance of certain contributions during sessions, 1.361

Speaker of the house

- Meetings of president with; notice, 1.44
- Meetings of president with speaker and governor re conference matters, notice of, 2.19
- Meetings of senate conferees with; notice, 2.19
- Prearranged gatherings with; public access, 1.441

Speaking, See: **Debate**

Special master, claim bills, 4.81

Special master, conduct and ethics violations, 1.42

Special master, executive matters

- Appointment of, 12.7(1)
- Appointments; reference to, 12.7(1)
- Duties, 12.7(1)
- Floor privilege re report, 12.9
- Oaths and affirmations, administration, 12.10
- Reports, 12.7(1)
- Subpoenas and other process, authority, 12.10
- Suspensions
 - Abeyance of investigation and proceedings, 12.7(3)
 - Amended order, 12.7(10)
 - Appointment, 12.7(1), 12.8
 - Evidence, disposition, 12.7(11)
 - Governor's bill of particulars, request for, 12.7(6)
 - Hearings and notice, 12.7(4)
 - Instituting actions, time limits, 12.7(8)
 - Pre-hearing conferences, 12.7(7)
 - Reference, 12.7(1)
 - Reports, 12.8

Special order

- Calendar, regular sessions, 4.17
- Calendar, special sessions, 13.8
- Establishing, 4.17
- Order of business, 4.3

INDEX

Special order calendar, subcommittee on, 2.1, 4.17, 13.8

Special sessions

Committee meetings, schedule and notice, 13.3

Conference committees, 2.19, 13.6

Delivery of bills for introduction, 13.4

Hour of convening, 13.2

Motions to discharge and appoint new conferees or to instruct conferees, 13.6

Motions to reconsider, 13.7

Notice of meetings

Conference matters, discussing, 2.19

Legislative business, discussing, 1.44

Rules, 13.1

Schedule, 13.2

Special order calendar, 13.8

Standing committee and subcommittee reports, 13.5

Transmittal of bills, 6.8

Sponsor, See: **Introducer**

Sponsors of amendments, recognition, 7.1

Spouses of senators, employment, 1.28

Staff, See: **Employees**

Standing committees and subcommittees, See: **Committees**

State agencies

Fiscal notes; obtaining data from, 3.13

Reports to standing committees and subcommittees, 2.2

State retirement systems, bills affecting, 3.13, 4.8

Stipulation of claim bill litigants, effect, 4.81

Strike out and insert, motions to

Committees, 2.34

Floor, 6.3

Striking everything after enacting clause, conference committees

Regular sessions, 2.19

Special sessions, 13.6

Subcommittee on special order calendar, 2.1, 4.17, 13.8

Subcommittees, select, See: **Select subcommittees**

Subcommittees, standing, See: **Committees**

Subpoenas

Attestation, 1.13

Committees; requests for, 2.2

Committees; signing, 2.23

Executive matters; authority re, 12.10

Signature of president, 1.4

Subreference, 4.6

Substitute amendments

Committees, 2.40

Floor, 7.3

Substitute measures, See: **Committee substitutes**

Substitute motions

Committees, 2.33

Floor, 6.2

Substitution of companion measures, 3.11

Summaries, house amendments to senate bills, 1.18

Suspension of rules, See: **Waiver of rules**

Suspensions, See: **Executive suspensions**

T

Task forces, nonlegislative; membership by senators, 1.26

Tax revenues, bills affecting; reference, 4.8

Television station representatives, 10.3

Temporarily postpone, motions to

Committees, 2.33

Floor, 6.2

Terms of office

President, 1.1

President pro tempore, 1.1

INDEX

Terms of office (Cont.)

Secretary of the senate, 1.8

Tie votes

Committees, 2.28

Floor, 5.1

Transition from office, 1.27

Transmittal

Last 5 days and extension, 6.8

Messages re senate action on house amendments or conference committee reports, 6.8

Secretary of the senate; duties re, 1.17

Secretary of the senate; supervision of, 1.10

Special sessions, 6.8

Transportation, committee on, 2.1

Transportation and economic development appropriations, committee on, 2.1

Travel expenses

Authority to incur, 1.4

Nonlegislative memberships, re, 1.26

"Two-thirds vote," etc., construction, 11.5

U

Unfavorably reported bills and measures; admission under color of amendment, 7.1

United States congressmen, admission to floor, 10.1

V

Vacancy in office, 1.27

Vacation of chair by the president, 1.7

Verifications of vote

Committees, 2.28

Floor, 5.2

Veto messages

Generally, 4.21

Motions to reconsider vote on, 6.4

Veto messages (Cont.)

Reference, 4.21

Vice-chairs

Absence of chairs, duties, 2.25

Amendments, preference in presentation, 7.1

Appointment, 2.20

Call to order, 2.21

Decorum, authority re, 2.22

Duties, generally, 2.26

Notice of meetings and bill agenda, duties re, 2.6

Order, preservation of, 2.22

Removal, 1.5

Reports of standing committees, signing, 2.15

Reports of standing subcommittees, signing, 2.16

Voting by, 2.24

Violations

Conduct and ethics rules, 1.42

Notice of meetings at which legislative business discussed, 1.45

Open meeting rules, 1.45

Solicitation or acceptance of certain contributions during sessions, 1.361

Voice vote, See: under Voting

Vote required

Action, generally, 11.4

Amend the house amendment, motions to, 7.8

Amendment on second reading, 7.2

Amendment on third reading, 4.15, 7.2

Amendments to amendments on third reading, 7.2

Ballot, election by, 5.6

Censure, 1.42

Change vote, 5.2

Committee meetings during session, holding, 2.10

Committee of the whole, consideration by, 4.4

Committee of the whole, resolving into, 4.4

Committees

Action, generally, 2.27

Bills with favorable reports from standing subcommittees, additional testimony, 2.16

Certification of questions of

INDEX

Vote required (Cont.)

- parliamentary procedure, 2.23
- Conference reports, 2.19
- Consider bill out of regular order, 2.12
- Limit debate, motions to, 2.50
- Majority action, 2.27
- Reconsider, further motions to, 2.35
- Reconsider, motions to, 2.36
- Remove bill from the table, motions to, 2.16
- Requests to vote or change vote, 2.28
- Select subcommittee reports, action re, 2.1
- Speaking limit, motions to extend, 2.49
- Companion measures, motions re, 3.11
- Concur in the house amendment, motions to, 7.8
- Concurrent resolutions, waiver of second reading, 4.13
- Conference committee, motions to request, 7.8
- Consider bill out of regular order, 4.16
- Consider certain bills, 4.3
- Contested seats, 1.24
- Disciplinary actions, 1.42
- Election by ballot, 5.6
- Executive appointments or suspensions, to consider, 12.3
- Expulsion of senator, 1.42
- Extended sessions, consideration of additional proposals, 11.5
- Generally, 11.4
- House amendments to senate bills, motions re, 7.8
- House refusal to concur in senate amendments, motions re, 7.9
- Insist and request a conference committee, motions that the senate, 7.9
- Insist, motions that the senate, 7.9
- Limit debate, motions to, 8.6
- Lobbying violations, 9.6
- Majority action, 11.4
- Memorials, waiver of second reading, 4.13
- Multiple reference, unfavorable report by one committee; further consideration, 4.7
- Passage of bill in each house, 4.12
- Postponement to a day certain on third reading, 4.15
- Reading of bill in full, to require, 4.12
- Reading of miscellaneous papers, objections, 4.11
- Recede, motions that the senate, 7.9
- Recommitment after standing committee report, 2.15

Vote required (Cont.)

- Recommitment on third reading, 4.15
- Reconsider, further motions to, 6.4
- Reconsider, motions to, 6.5
- Refer to a different committee, motions to, 4.10
- Reference on third reading, 4.15
- Refuse to concur in the house amendment and ask the house to recede, motions to, 7.8
- Reports on changes in rules or order, amendment of, 11.3
- Reprimand, 1.42
- Request a conference committee, motions to, 7.8
- Speaking limit, motions to extend, 8.5
- Special order calendar, striking or adding bills, 4.17
- Special order, establishing, 4.17
- Standing committee reports, special sessions; extensions of time, 13.5
- Suspension of rules, 11.2
- Title or corrective amendments, 7.2
- "Two-thirds vote," etc., construction, 11.5
- Waive a rule, motions to, 11.2
- Waive the rules to immediately certify bill or joint resolution to house, motions to, 6.8
- Waiver of rule re three readings, 4.12
- Waiver of rule requiring unanimous consent, keeping motion from committee on rules and calendar, 11.2

Voting

- Absentee voting, 5.4
- Announcing the vote, 5.1
- Another, voting for, 5.3
- Ballot, election by, 5.6
- Changes of vote, 5.2
- Committees
 - Announcing the vote, 2.28
 - Another, voting for, 2.30
 - Chairs, by, 2.24
 - Changes of vote, 2.28
 - Declaring the vote, 2.28
 - Deferring or explaining votes, 2.31
 - Disqualification, 2.27
 - Equal division, effect, 2.28
 - Explanations of vote, 2.31
 - Late votes, 2.28
 - Nonmembers, by, 2.30
 - Pairing, 2.29
 - Proxy, by, 2.27

INDEX

Voting (Cont.)

- Questioning a vote, 2.28
- Questioning right to vote re interest, 2.52
- Recording of votes, 2.15
- Records of votes, inspection, 1.444
- Roll call, 2.28
- Show of hands, questioning a vote, 2.28
- Taking the vote, 2.28
- Tie votes, 2.28
- Verifications of vote, 2.28
- Vice-chairs, by, 2.24
- Voice vote, reconsideration, 2.35
- Yeas and nays, counting, 2.28
- Concurrent resolutions, 4.13
- Conference committee reports
 - Public review period, Joint rule 2.1
 - Regular sessions, 4.5
 - Special sessions, 13.6
- Counting votes, 1.12
- Declaring the vote, 5.1
- Disqualification, 1.20
- Disqualification, disclosure, 1.39
- Election by ballot, 5.6
- Electronic roll call system, 5.1
- Equal division, effect, 5.1
- Executive matters, confidentiality, 12.4
- Explanations of vote, 5.5
- Late votes, 5.2
- Memorials, 4.13
- Nonmembers, by, 5.3
- Pairing, 5.4
- President, by, 1.6
- Questioning a vote, 5.1
- Questioning right to vote re interest, 8.8
- Records, inspection, 1.444
- Resolutions, 4.14
- Roll call
 - Changes of vote, recording, 5.2
 - Committee of the whole, 4.4
 - Electronic roll call system, 5.1
 - Entry after, 1.23
 - Explanations of vote during, 5.5
 - Late votes, recording, 5.2
 - Order of business, 4.3
 - Secretary of the senate; duties re, 1.12
- Secretary of the senate; duties re, 1.12
- Senators, by, 1.20
- Show of hands, counting, 1.12
- Show of hands, questioning a vote, 5.1
- Special sessions, conference committee reports, 13.6

Voting (Cont.)

- Taking the vote, 5.1
- Tie votes, 5.1
- Verifications of vote, 5.2
- Voice vote
 - Concurrent resolutions, 4.13
 - Memorials, 4.13
 - Reconsideration, 6.4
 - Resolutions, 4.14
- Yeas and nays
 - Calling president's name, 1.6
 - Recording, 1.12
 - Taking, 5.1

Vouchers

- Approval by president, 1.4
- Signing by chairs, 2.23

W

Waiver of rules

- Bills filed after final day for introduction, re, 3.7
- Companion measures on different readings, re, 3.11
- Generally, 11.2
- Immediate certification of bill or joint resolution to house, re, 6.8
- Reading, re, 4.12
- Rule requiring unanimous consent, reference to committee on rules and calendar, 11.2
- Second reading, concurrent resolutions and memorials, 4.13

Warrants

- Attestation, 1.13
- Signature of president, 1.4

Ways and means, committee on

- Appointment, 2.1
- Appropriations bill; introduction by, 3.12
- Conference, posting notice of, 2.19
- Proposed committee bill on appropriations; prerequisites to consideration, 3.9
- Third reading, bills and joint resolutions on; reference to, 4.15

Well, addressing senate from, 8.1

Whole, committee of the, 4.4

Withdrawal of bills

- Filed bills, 3.8

INDEX

Withdrawal of bills (Cont.)

- Remove bill from committee, motions to, 3.8, 4.10
- Special sessions, 13.5

Withdrawal of motions, 6.1

Withdrawn bills and measures; admission under color of amendment, 7.1

Witnesses

- Bills favorably reported by standing subcommittees, additional testimony, 2.16
- Bills removed from the table, hearings de novo, 2.16
- Claim bill hearings, 4.81
- Executive matters, 12.10
- Select committees, compelling attendance, 2.2

Witnesses (Cont.)

- Standing committees and subcommittees, 2.2
- Suspension hearings, 12.7(7)

Writs

- Attestation, 1.13
- Signature of president, 1.4

Y

Yeas and nays, See: under Voting

Yielding the floor

- Committees, 2.49
- Floor, 8.5